



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

PLEASE POST

POSITION TITLE: TRIBAL ATTORNEY (CONTRACTUAL)

SUPERVISOR: SKOKOMISH TRIBAL COUNCIL

OPEN: UNTIL FILLED review of application February 1, 2012

SALARY: \$85,000

REPRESENTATIVE DUTIES INCLUDE: The Tribal Attorney is responsible to provide advice, interpretations, and opinions on all legal matters, which may result during operation of the Skokomish Tribal Government, Tribal Administration, and Tribal Programs. The Tribal Attorney is also responsible to manage the Tribal Legal Office and its budget. The Legal Team shall work closely with the Tribal Prosecutor and other Attorneys with whom the Tribe has contracted for specific, additional legal representation

MINIMUM QUALIFICATIONS INCLUDE:

1. Must be a graduate of an A.B.A approved Law School.
2. Must be licensed to practice law in Washington or be able to obtain the Washington Bar license within a twelve-month period.
3. Must possess knowledge of Tribal, State, and Federal regulations including administrative procedures.
4. Must possess general knowledge of law; experience in natural resource law preferred.
5. Must have at least four years of progressive Federal Indian Law experience demonstrated by working for a federally recognized Tribe or nationally recognized Tribal organization.
6. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
7. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Washington driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Skokomish Tribe Insurance.
8. Must have demonstrated ability to maintain satisfactory working record in any priory or current employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. February 1, 2012 review of application The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

Tribal Chairman Initial: ____ Date: _____

1/5/2012