



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## POSITION DESCRIPTION

**POSITION:** TRIBAL ATTORNEY (CONTRACTUAL)  
**SALARY:** \$85,000  
**SUPERVISOR:** SKOKOMISH TRIBAL COUNCIL

**General Responsibilities:** 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.

### Duties:

1. Advises and represents tribal government, tribal administration, and the tribal programs in dealings with federal, state, and local governments and agencies.
2. Represents the Tribe in litigation in federal, state, and tribal courts as requested.
3. Represents the tribe in all negotiations as requested.
4. Reviews grant and contract applications, documents, and present interpretations on legal content prior to signing and submission of documents.
5. Drafts and review resolutions, policies, and procedures, agreements, contracts, etc. on behalf of tribal government, administration, and programs.
6. Gives advice on legal decisions, agency regulations, statutes and treaties that affect Tribal activities.
7. Prepares correspondence, reports, documents, etc. pertaining to tribal legal matters.
8. Assists in training tribal employees in regard to legal aspects of tribal contracts, regulations, and programs.
9. Required to attend job related, in-service meetings and trainings to maintain professional and technical knowledge.
10. Adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
11. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### ABILITY TO:

1. Establish and maintain effective working relations with the community Tribal Council, Tribal departments, committees, and outside resources with firmness, tact, and impartiality.
2. Prepare and present effective oral and written informative material related to the activities of the department. This will include technical writing and presentations to diverse audiences.
3. Ability to analyze complex problems and situations and to propose quick, effective and reasonable courses of action.
4. Ability to organize information (maintain organized files, notes, and records) and be able to organize and plan multiple tasks and projects.
5. Maintain personal integrity and cultural sensitivity.

6. Ability to check analyze workload/caseload to determine effectiveness and determine future needs.

**Qualifications:**

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.

**Behavior standards:** Respectful, courteous, and friendly to the public, other tribal employees, and tribal leaders. A team player who helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with the public 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.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

**APPLICATION INSTRUCTIONS**

1. Application filled in completely (Do not write see resume)
2. Cover letter identify why you feel you are qualified for this position
3. Current resume and three work related references

**JOB DESCRIPTION APPROVAL:**

Tribal Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_