

**SUQUAMISH TRIBE
JOB DESCRIPTION**

Title: Senior Staff Attorney

Department: Legal Department

Classification: Salaried

Reports to: Tribal Council

Job Summary: The Senior Attorney provides legal counsel and representation to the Suquamish Tribal Chairman, Tribal Council and to Tribal agencies, boards, commissions, staff, designated departments, to the extent such assistance is consistent with the priorities established by the Tribal Council, and directs and supervises the work of the Staff Attorney's and will be expected to carry a caseload in Tribal and State Court. This position manages the work of civil attorneys, the Tribal Prosecutor, legal support staff, outside contract law firms, and such other staff and attorneys as may be hired.

Major Responsibilities and Duties: Directs or prepares the completion of contracts, ordinances, resolutions, legislation and other legal documents for the Tribe, and to prepare correspondence or other legal documents stating the legal position of the Tribe. As directed by Tribal Council, manage the day to day functions of the legal office, performs performance reviews and evaluations, reviews department payroll, prepares department budget, assists staff attorneys with case preparation and legal brief review, policy development and other tasks as assigned; insures departmental conformity with the legal goals and objectives of the Suquamish Tribal Council; reports to the Suquamish Tribal Council as requested; develops departmental policies and procedures; allocates departmental resources in coordination with the Suquamish Tribal Council; develops departmental and individual training plans, ensures departmental compliance with the ABA Model Rules of Professional Conduct, and other applicable ethical rules; ensures compliance with approved Departmental budget, responsible as point of contact for the legal Department with both departments internal and external to the Tribe.

Prepares contracts, ordinances, resolutions, legislation and other legal documents for the Tribe, and prepares correspondence and other documents stating the legal position of the Tribe.

Appears and represents the Tribe, its employees, officers and entities, or individual members of the Tribe, before all courts, administrative agencies, and legislative bodies, when specifically authorized to do so by the Tribal Council.

Attends and renders legal services at meetings of the Tribal Council and other committees, boards, agencies, of the Tribe, and participates as legal representative of the Tribe in negotiations and other meetings affecting tribal interests.

Coordinates with and assigns work to in-house attorneys and outside counsel who are representing

the Tribe and provides needed information and guidance to attorneys, paralegal, law clerk, or support staff in the Legal Department.

Provides referrals and limited legal advice to tribal members, in matters not involving the Tribe, to the extent such assistance is not inconsistent with other duties or with direction received from the Tribal Council.

Represents or advises other Indian tribes or tribal organizations when directed to do so by the Tribal Council and/or by resolution of the Tribal Council.

Prepares and proposes to Tribal Council a budget for the provision of legal services to the Tribe, and to authorize and monitor expenditures in accordance with the approved budget.

Will work with Tribal Council and Executive Director on personnel actions for the recruitment and retention of legal staff.

Responsible for developing and recommending departmental goals and objectives to Tribal Council, and the development and implementation of departmental administrative and personnel policies consistent with overall Tribal policy and law

Subject to Tribal Council approval, to recommend, negotiate contracts for, and as directed by Tribal Council, oversee the work of outside attorneys representing the Tribe's interest.

Provide written reports to Tribal Council the nature and progress of legal work being conducted on behalf of the Suquamish Tribe.

To help plan for and coordinate the extension of a broad range of legal services to the Tribe and its members, as the Tribal Council directs and resources permit.

Performs such other tasks as are necessary to fulfill the responsibilities of the job.

Specific Knowledge, Skills and Abilities: Must have a J.D. from an accredited law school, be admitted to practice in the State of Washington, and be in good standing.

Must have at least 15 years' combined experience in project and personnel management and federal Indian law, with progressively responsible experience in managing a law office or other similar organization, including at least 5 years' experience as a senior manager for a tribal law office or similar organization.

Should have experience and working knowledge in the fields of Tribal Treaty Rights, Environmental and Natural Resource law, Business law, Indian Health law, Federal Taxation, Tribal Taxation,

Finance, PL 93-638 Contracting, HUD law and regulations, Indian Child Welfare, Contract law, Criminal law and the law of tribal, federal and state criminal and civil jurisdiction.

Must have extensive experience litigating in Tribal, Federal, State, and administrative forums, including complex civil cases.

Must have the ability to work well with others, and to handle multiple tasks and issues.

Must have excellent writing skills, and be able to proof read, edit, and perform legal research.

Must have excellent interpersonal skills, good manners and good speaking skills, and should be able to work well with tribal, state and federal legislative bodies, lobbyists, consultants and experts. Must have excellent statutory drafting skills, and be able to proof read, edit, and perform legal research.

Must be able to take direction from the Tribal Council and work as a part of a team to accomplish the legal goals of the Suquamish Tribe.

Qualifications: The Senior Staff Attorney must be:

An attorney with expertise, experience and ability in Federal Indian Law and tribal law, and in office administration;

Licensed to practice law in the courts of at least one Indian Tribe and one State, including the State of Washington when hired, and admitted to the bar of the Suquamish Tribe within one year of being hired.

Able to efficiently and effectively lead a team, and perform the responsibilities of the job, and to provide a variety of legal services to one or more tribal departments or entities, with assistance, as needed from other attorney staff and contract attorneys.

Supervisory Responsibilities: The Senior Staff Attorney supervises the work of subordinate attorneys and staff in accord with the Personnel Policies of the Suquamish Tribe, the written Policies of the Legal Department, and the requirements of the ABA Model Rules of Professional Conduct as they apply to governmental law firms.

Interpersonal Contacts: The Senior Staff Attorney will have daily interpersonal contact with Legal Department employees, Tribal members, members of the Tribal Council, Tribal Government employees, employees of Port Madison Enterprises and representatives of federal, state and local and Tribal government(s) and private institutions.

Fiscal Authority: The Senior Staff Attorney may authorize the expenditure of tribal funds consistent with the Suquamish Tribe Contracting Policy and the authorized Legal Department Budget.

Job Conditions: This job requires long hours, often sitting for prolonged periods. This job is often stressful, both because of difficult interpersonal contacts, and the nature of tribal law practice, litigation and client service.

Disclaimer:

This job description in no way implies that these are the only duties to be performed by the incumbent. At all times, employee will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times employees may also be required to perform Higher-level duties and may need to receive additional instruction and/or increased supervision to accomplish these higher-level duties.

- Federal, State and Tribal Background check required
- Valid WA State Driver’s License required
- Pre-Employment drug testing required
- COVID-19 Vaccine Requirement
- Subject to random drug testing
- Native American preference

Employee Signature

Date

Tribal Chairman

Date