***KICKAPOO TRIBE OF OKLAHOMA***

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**NOTICE OF VACANCY**

**SEEKING QUALIFIED & EXPERIENCED TRIBAL ATTORNEY GENERAL**

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| **EMPLOYMENT/POSITION:** Tribal Attorney General | **STATUS:** Full Time |
| **DEPARTMENT:** Tribal Administration | **DEADLINE:** Until Filled |
| * **Benefits Offered:** Health, Dental, Vision, 401K, & additional options available * Training & Professional Development provided | |

**JOB DESCRIPTION:**

The position of the Tribal Attorney General falls under the Business Committee of the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday; 8:00 A.M. to 5:00 P.M., or as needed to serve the tribe. The Tribal Attorney General position will be responsible for protecting all Tribal assets, defending the integrity of the Tribe, assisting, and advising all Tribal entities in their pursuit of progress on behalf of Tribal citizens, and managing and providing legal services and representation to the Tribe, its Tribal Government, and its Tribal Entities.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

High School Diploma or GED certification

Juris Doctor degree from an accredited college or university in criminal justice, corrections, law enforcement, legal or related field with 3-7 year’s experience.

At least two (2) year’s experience working with (a) a tribe, tribal entity, or organization dedicated to tribal interests or (b) a federal or state government agency with oversight or responsibility for tribal issues.

Must be licensed to practice in Oklahoma.

A member in good standing of the Oklahoma State Bar Association

Reside in Oklahoma.

Has never been convicted of a felony, including the pleading of nolo contendere. Must pass state/FBI criminal background check.

Has consistently abstained from alcohol and has abstained from any illegal drug or substance abuse for the seven years proceeding their nomination and during the term of their office.

Is more than twenty-five (25) years of age.

Is not a member of the Business Committee or any other Ordinance created Committee, Board, or Commission of the Kickapoo Tribe of Oklahoma.

**Additional Qualifications:**

* Experience in local, county, state, federal, or tribal government justice systems.
* Possess the ability to learn an automated case management system
* Possess a service-oriented work ethic
* Possess excellent interpersonal, self-starter, organizational and time management skills
* Excellent research, writing and advocacy skills are required.
* Must have the ability to prepare a variety of complex correspondence, as well as the ability to prioritize workflow and address new priorities as they arise.
* Possess a high level of accuracy, attention to detail and strong work ethic.
* Possess the ability to manage priorities and adjust to changing priorities in a professional manner.
* Possess excellent computer skills including proficiency in the use of Microsoft Office programs including Word, Excel, PowerPoint, Publisher, and Outlook
* Possess the ability to monitor and assure appropriate follow-ups are made in all court actions to ensure all deadlines are met.
* Possess the ability to courteously and effectively present information and respond to questions from attorneys, foreign courts and general public
* Must maintain strict confidentiality of court proceedings, records and documents.
* Must remain above the political influences in the community.
* Must maintain impartiality of the court.
* Must accept confidentiality as a strict condition of employment.

**Language Skills:**

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of the Kickapoo language is preferred but not required.

**Reasoning Ability**:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

**Conditions of Employment:**

• Must possess a valid driver’s license.

• Must be able to demonstrate their US work authorization during the employment verification

process

• Required to pass a criminal background investigation and drug/alcohol test

**Essential Duties, Functions and Responsibilities:**

The Attorney General shall perform such legal services as delegated by the Tribal Chairman or the Executive Committee, including, but not limited to, the following:

* Defend and enforce the provisions of the Constitution and all other laws of the Kickapoo Tribe of Oklahoma.
* Prosecute and defend all actions and proceedings, civil or criminal, in the Kickapoo Tribe of Oklahoma’s Trial and Supreme Courts.
* To give the Tribal Chairman or its Executive Committees formal legal opinions on such matters within the scope of their official duties as they may request from time to time, and to give legal advice to the Boards, Commissions, and Instrumentalities of the Kickapoo Tribe of Oklahoma.
* To institute civil actions against any Kickapoo Tribe of Oklahoma Officer, Board or Commission Member, for failure of such Officers or Members to perform their duties as prescribed by the laws and the Constitution; and
* To perform all duties and responsibilities of the office in accordance with the highest standards of legal ethics as required of members of the American Bar Association by the ABA Code of Professional Responsibility.
* Provide legal representation for the Kickapoo Tribe of Oklahoma, and its departments, divisions, programs, boards, commissions, and trust authorities in civil, criminal, and juvenile cases both proposed or pending in administrative appeals, tribal, state, federal court and other proceedings as assigned. Acts as legal advisor, drafts legal opinions, contracts, policies, and legislation for the Kickapoo Tribe of Oklahoma as assigned.
* Appear at the Kickapoo Tribal District Court on all scheduled court days when juvenile and all matters impacting the Tribe, the Tribal Government, and Tribal Entities are to be heard.

To fulfill these responsibilities, the Office of the Attorney General serves as legal counsel to departments, offices, and boards of the Kickapoo Tribe of Oklahoma, issues legal opinions when requested by the Tribal Chairman, its Tribal Government, and its Tribal Entities, to defend challenges to Kickapoo Tribe of Oklahoma laws and suits against the Tribe in all forums. The Attorney General is also charged with protecting our children by representing the Tribe in all Indian Child Welfare and social services matters. The Office of the Attorney General is committed to upholding and protecting the sovereign immunity of the Tribe.

Although the Office of the Attorney General is prohibited from offering legal advice or representing private individual Kickapoo Tribe of Oklahoma members, the Attorney General serves and protects the rights of all Kickapoo members by prosecuting violations of Kickapoo Tribe of Oklahoma law and defending the principals laid out in the Kickapoo Tribe of Oklahoma Constitution. The Office of the Attorney General is committed to serving our Kickapoo people.

If you are interested in the position listed above, please submit resume and application to:

EMAIL: Valerie.Coffman@okkt.net

In person: Human Resources Office

105365 S Highway 102 (Multipurpose Bldg.)

McLoud, OK 74851

***Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an equal opportunity employer.***