



# MENOMINEE INDIAN TRIBE OF WISCONSIN

DEPARTMENT OF LEGAL SERVICES  
P.O. BOX 910  
KESHENA, WI 54135-0910  
715-799-5194

August 21, 2022

Assistant Tribal Attorney  
Legal Services Division

## **GENERAL DESCRIPTION OF DUTIES**

The Assistant Tribal Attorney (ATA) shall work under and at the direction of the Director of Legal Division-Tribal Attorney (DLD-TA). The ATA will represent the interests of the Menominee Tribal Government, the Menominee Tribal Administration, the Menominee Tribal programs and other Menominee Tribal government/programmatic interests as directed by the DLD-TA.

## **MINIMUM TRAINING AND EXPERIENCE**

To be considered for an interview for this position, applicants shall pass all of the following minimum qualifications.

1. A Juris Doctor degree from a US accredited law school.
2. Admitted to practice and in good standing with the Wisconsin Supreme Court (Wisconsin State Bar).
3. One (1) year of legal experience working for an Indian Tribe, or a firm representing Tribal interests, or three (3) years of legal experience in the active practice of law with litigation experience, or other legal experience involving Indian law or related areas.
4. Must have proven good past work record evidenced by favorable references from past employers. If no past employer, then letter of reference from either one Wisconsin State Court Judge or two attorneys admitted to practice in the State of Wisconsin.
5. Must have a good academic law school record, evidenced by law school transcripts.

To assist in the screening process, applicants must address their specific qualifications as they relate to the above qualifications at the time of application, through the Menominee Tribal application form as may be supplemented by resume and/or cover letter. Applicants who fail to adequately address the above minimum qualifications at the time of application will be screened out and will not be given an interview for the position. Applicants must provide law school transcripts, letter of good standing with the Wisconsin Supreme Court, letters of reference and three writing samples (not to exceed 15 pages total) with their completed application. If applicant is selected for an interview, applicant may be required to give a presentation and take a written exam at the time of the interview.

For more information, visit the employment page of the Tribe's website: [menominee-nsn.org](http://menominee-nsn.org)