



<b>St. Croix Legal Department Employee Job Description</b>		
<b>Position Title: Staff Attorney</b>		
<b>Position ID #</b>		
<b>Facility: St. Croix Legal Department</b>		
<b>Job Family:</b>	<b>Comp Grade: Negotiable</b>	<b>Status: Full-Time</b>

**Position Summary:**

The Staff Attorney will assist the St. Croix Legal Department in providing legal advice and representation, legal research, drafting of documents, and will collaborate with the St. Croix Directors on other projects with the day-to-day operations of the Tribal Government, its agencies, and its enterprises in a broad variety of matters. Occasional travel will be required.

**Job Duties:**

- Assist the prosecutor in the St. Croix Tribal Court, and perform general in-house duties for the Tribal Council as directed.
- Assist with the development of regulatory and other tribal governmental programs.
- Assist with drafting tribal legislation, resolutions, administrative rules, and other documents.
- Provide legal advice and assistance to the Tribal Council, administrators, program and enterprises directors / managers.
- Prepare legal documents
- Conduct legal research and draft memoranda.
- Provide counsel and representation regarding issues such as: taxation, environmental, employment, gaming, civil regulation, etc.
- Review and assist in revision of personnel manuals, policies and procedures to ensure compliance with tribal and applicable federal laws.
- Research and interpret Federal, State, and Tribal laws.
- Review contracts.
- Draft, review, revise, and act as consultant in regard to tribal codes when applicable.
- Assist with personnel issues, employment disputes, and other personnel matters.
- Assume any other duties assigned.

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate supervisor.

**Supervisory Responsibilities:**

- May supervise Tribal Legal Department staff based upon qualification

**Directly Reporting to:**

- General Counsel / Tribal Council

**Matrix of INDIRECT Reporting**

- St. Croix Department Directors

**St. Croix Chippewa Indians of Wisconsin staff will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Scope and Complexity:**

Interacts with all levels of management and employees; trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:**

- Typical Office Environment.
- Requires extensive sitting with periodic standing and walking.
- Requires significant use of computer, phone, and general office equipment.
- Needs ability to communicate effectively through reading, writing, and speaking in person, the telephone, or in email.
- Travel off-site travel by vehicle or air.

**Minimum Qualifications**

- Graduated from an ABA accredited law school.
- Wisconsin licensed attorney in good standing.
- Thorough knowledge of and commitment to professional ethics.
- Ability to work independently and exercise initiative.
- Interest in and familiarity with Tribal and Federal Indian Law.
- Graduate level proficiency in legal research and writing and strong word processing/computer skills.
- Proficiency in MS-Word and other word processing and document preparation programs.
- Excellent interpersonal and organizational skills.
- Skilled in conflict resolution and team building.
- Requires effective presentation, verbal, and written communication skills.

- Must be professional when dealing with parties and the general public.
- Valid state driver’s license and able to meet minimum insurance requirements for the use of Tribal vehicles.
- Must be able to pass comprehensive background check.

**Preferred Qualifications:**

- Demonstrated commitment to Indian affairs as shown through significant experience working with Indian tribes or in the area of Indian affairs.
- Knowledge of Tribal Sovereignty, Federal Indian Law, and any amendments and any case law interpreting such acts.
- Knowledge of Federal, state, and Tribal law, the Constitution and By-Laws of St. Croix Chippewa of Wisconsin, ordinances and codes, and all other laws of the St. Croix Chippewa Tribe.
- Civil and criminal courtroom experience either in state, federal, or tribal courts.
- Knowledge of Ojibwe tribal traditions and customs.
- Willing to work evenings, weekends, or holidays when the need arises.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.