



**Pride of the Ojibwa
13394W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • (715) 699-1209**

Job Announcement

Assistant Attorney General Job Posting

Position: Assistant Attorney General
Posting Date: March 7, 2023
Closing Date: Open Until Filled
Salary: Negotiable – Dependent on Qualifications and Work Experience
Location: Office of the Attorney General
Supervisory Control: Attorney General

QUALIFICATIONS:

- Must have a Juris Doctor from an accredited Law School.
- Must be a member in good standing of the State Bar of Wisconsin or must become licensed following the next available bar exam.
- Admission to practice before the Federal Bar, or commitment to secure such eligibility within one year of hiring.
- General knowledge of Federal Indian law with emphasis on applicable current federal and state case law, statutes and regulations relating to Indian tribes. Knowledge of and experience with the operation of Federal, State and Tribal court systems. Individuals with experience in Federal Indian and Tribal law and litigation strongly preferred.
- Excellent oral and written communication skills; must work effectively with other people at a variety of ages and levels, competency in various computer programs, and able to work independently to get legal work completed in a timely manner.
- Proficiency in legal research techniques, superior electronic and library research skills, and thorough knowledge of legal and other resources.
- Ability to work with representatives of governmental units, including other Tribes, federal government, state government and local governmental entities.
- Ability to identify and analyze legal issues and present legal theories.
- Independent and organized and able to manage significant number of matters simultaneously.
- Professional demeanor and appearance; and demonstrated ability to meet deadlines in fast paced environment.

**LCO Tribal Government
Human Resource Dept
Asst Attorney General**

- Well-developed interpersonal skills, maturity, and ability to work in a supportive and professional manner with other attorneys, support staff and client agencies.
- Knowledge of and commitment to professional ethics.
- Valid state driver's license and able to meet minimum insurance requirements.
- Employment is contingent upon the satisfactory result of a comprehensive background check, and pre-employment drug testing.

DUTIES AND RESPONSIBILITIES:

- To serve as the Assistant Attorney General for the Lac Courte Oreilles Band of Lake Superior Chippewa Indians.
- Prepares legal documents, including pleadings and legal opinions.
- Represents the Tribe in court and before quasi-judicial or administrative agencies.
- Provides legal counsel and representation on all matters in state and/or tribal court.
- Maintains and revises the Tribal Court Code. Draft, review, revise and act as a consultant in regard to tribal legal codes and legislation for the various tribal entities or tribal enterprises.
- Reviews and assists in revision of personnel manuals, policies and procedures to ensure compliance with tribal and applicable federal laws.
- Serve as a Tribal Prosecutor for all tribal matters, including but not limited to; employment, criminal, civil, and conservation litigation.
- Assist and serve on advisory committees.
- Perform other related duties as assigned by the Tribal Governing Board and/or the Attorney General.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the Attorney General to assign, direct and control the work of this position. nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

APPLICATION PROCEDURE:

Submit **completed LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter, resume** and at least **three (3) letters of reference**. **A copy of unofficial law school transcripts with degree date, and a certificate of good standing for any jurisdiction where licensed. Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843
Fax (715) 634-4797**

HR Fax (715) 699-1209

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Tribal Employment Preference will be extended first to Lac Courte Oreilles Tribal Members, then to other enrolled members of other tribes, then all other qualified applicants who meet the minimum qualifications of the position. This hiring preference is in accordance with the Lac Courte Oreilles Personnel Policy Manual.