



**JOB DESCRIPTION**

The Tulalip Tribes publicly announces that Native Preference to hiring shall apply to the Tulalip Tribal job opportunities

Job Title	Reservation Attorney	Division	Office of Reservation Attorney
Department	Office of Reservation Attorney	BOD, CEO, COO	BOD
Location	6406 Marine Drive Tulalip, WA 98271	Travel Required	Yes
Pay Grade	Grade 19 (DOE)	Position Type	Full-Time
Background Tier	Tier II	Classification	Exempt
Skills Testing Required	No	Safety Sensitive	No
Supervisor	Senior Managing Attorney	Subordinate(s)	No

**JOB SUMMARY**

The Reservation Attorney shall work with other Attorneys in the Office of Reservation Attorney to represent and provide legal counsel to the Tulalip Tribes government in all judicial and administrative forums and in the Tribes’ governmental and business relations with outside entities. The Reservation Attorney should also be prepared to provide day-to-day legal counsel on all aspects of tribal governmental action.

**ESSENTIAL JOB DUTIES**

- Providing legal services to the Board of Directors, Tribal government, Executive Directors, CEO’s, and various other departments, enterprises, commissions and committees.
- Must be able to practice in the areas of, HR/employment, Tribal Employment Rights Ordinance, Housing, Education, and other duties as assigned, including representation in Tribal Court and Administrative Hearings.
- Maintain the ability to read, analyze, and interpret the most complex documents.
- To respond effectively to the most sensitive inquires or issues in a confidential, professional manner.
- Write memos, correspondence and articles using original or innovative techniques or style.
- Make effective and persuasive speeches and presentations on controversial or complex topics to Tribal Leadership, management, public groups, and/or other governmental agencies.
- Regular and satisfactory attendance and punctuality.
- Other related job duties as assigned.

**MINIMUM REQUIRED EDUCATION**

- Juris Doctorate Degree from an accredited law school.

**MINIMUM RELATED EXPERIENCE**

- Three (3) to five (5) years of experience practicing law.
- Experience working with diverse cultures, specifically Native Americans in an in-house counsel or outside legal counsel role preferred.

**REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES**

- WA State Driver License.
- Must be a member of the WA State Bar Association.
- Must be a member of the Tulalip Tribal Court Bar. \*Will allow six (6) months to obtain.
- Employment is contingent upon successful completion of a pre-employment background check.

**KNOWLEDGE OF**

- MS Office Word, Excel, Power Point, Outlook, Internet etc.
- Basic filing system principles and data management.
- Applicable Tribal, Federal, State, and local laws, regulations, codes, and/or statutes.

**ABLE TO**

- Prepare and review legal documents and correspondence with minimal supervision.
- Handle upset, angry, frustrated, and emotional clients, customers, or community members.
- Attend training as required.
- Maintain confidentiality and communicate with tact and discretion.
- Demonstrate excellent communication skills both verbal and written.
- Evaluate department needs and carry them out with little or no supervision.
- Exhibit professional and ethical behavior at all times.
- Handle stressful and fast paced working environment.
- Work effectively in a culturally diverse environment.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.

**PHYSICAL REQUIREMENTS**

- Dexterity for the operation of a computer, office machines and routine paperwork.
- Stamina to walk, stand, or sit for long periods of time
- Mobility to bend, stoop, and/or climb stairs on an everyday basis.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Strength to lift objects weighing up to 40lbs as needed.