



SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

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| POSITION DESCRIPTION Contract Position Wage: Negotiable M-F 8A-5P | | | |
| Job Title: | Senior Associate General Counsel | Classification: | Exempt |
| Department: | Legal Department | Pay Grade: | E9 |
| Reports To: | General Counsel | Approval Date: | 3/17/2020 |
| HR Approval Date: 9/30/2020 <i>In Accordance with Tribal Council Motion dated May 11, 2004</i> | | | |

Position Summary:

Under the supervision of General Counsel, represent the tribe in all judicial and administrative forums and in the tribe’s governmental and business relations with all persons, organizations and entities, public and private, excluding representation performed by the General Counsel.

Essential Duties and Responsibilities:

- Provide legal advice and services to Tribal Council and tribal departments, enterprises and agencies on legal issues and matters.
- Monitor legal developments in the state and federal courts that may impact tribal sovereignty and operations; and report developments.
- Draft, review, and negotiate all contracts on behalf of the tribe, its’ agencies and enterprises NOT involving gaming expansion or large construction projects in excess of \$200,000.
- Amend and draft Tribal law and policy.
- Supervise and coordinate the work of the Associate General Counsels and/or other attorneys or personnel as directed by the General Counsel.
- Provide excellent customer service for all internal and external customers of the operations at all times. Provide solutions for customer concerns and continually focus on customer service as our top priority.
- Must maintain strict confidentiality and present a positive, professional demeanor and image at all times.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

Contacts/Purpose of Contacts:

- Contact with members of Tribal Council, Executive Council, CEO, CFO, Tribal Administrator and Department Directors and Managers.
- Contact with attorneys representing the Tribe as outside counsel (in coordination with the General Counsel for SEG and Intergovernmental Affairs), vendor representatives, community members and members of the general public.

Minimum Qualifications:

- Juris Doctor from an ABA accredited law school.
- Member of a State Bar Association and in good standing.
- Four years of experience as a practicing attorney; minimum of three years consecutive experience working full-time for an Indian tribe or Indian organization in the practice of law, including Indian Law and tribal court, and closely related fields dealing with tribal interests. Experience in managing complex legal issues.
- Excellent communication, written, verbal, research, and computer skills.
- Must be able to pass background check to meet the employment eligibility requirements as they pertain to the position.

Desired Qualifications:

- One year in a supervisory capacity.

License, Certification, or Special Requirements:

- Licensed to practice law in the State of Michigan; or must be licensed in another state and become licensed in the State of Michigan following the next available bar exam; or by reciprocity no later than six months after date of hire.
- Native American preference shall apply to all positions.

Knowledge, Skills, and Abilities:

- Knowledge of judicial procedures and rules of evidence.
- Knowledge in preparing and representing moderate to complex civil law cases before federal, state and tribal courts.
- Knowledge of federal Indian law and the history of Indian tribes.
- Skill in organizing resources and establishing priorities.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and PowerPoint.
- Skill in preparing, reviewing, and analyzing legal, operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill using independent judgment in problem solving of complex operating issues.
- Skills in analyzing problems, projecting consequences, identifying solutions, and implements recommendations.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to interpret applicable federal, state, and local laws, regulations, requirements, ordinances, and legislation.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgment.
- Ability to work independently and meet strict time lines.

Physical Demands:

- Frequent use of hands, wrists, fingers associated with computer equipment.
- Required to sit for extended periods of time.
- Occasionally walk and stand.

- Normal visual acuity, ability to talk and hear.
- Occasionally lift and/or move up to 25 pounds.

Work Environment:

- Normal office environment.
- Extended hours and irregular shifts may be required.
- Travel may be required.