

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Tribal Attorney

SALARY: \$96,588 - \$105,000 Annual DOE/DOQ
Range 17-18

DEPARTMENT: Administration, Office of Legal Counsel (OLC)

LOCATION: Position located at Nixyáawii Governance Center
Umatilla Indian Reservation, near Pendleton, Oregon.

EMPLOYMENT STATUS: Full Time with Benefits
Exempt

SUPERVISED BY: Lead Attorney

OPENING DATE: March 12, 2019

CLOSING DATE: April 12, 2109

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Tribal Attorney works in the CTUIR Office of Legal Counsel (OLC). OLC provides legal services and representation to the CTUIR Board of Trustees and all respective agents performing duties for tribal departments, managers, and staff. The CTUIR is a federally recognized tribe with reserved treaty rights, self-governance duties for its members and the residents of the 172,000 acre allotted Umatilla Indian Reservation, in Northeastern Oregon.

In general, the Tribal Attorney will be expected to regularly perform general legal services to the organization. Those services are generally guided by the goals and objectives under the CTUIR Comprehensive Plan and consistent with the responsibility and management of the Office of Legal Counsel.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. **Litigation/Dispute resolution.** Enforce CTUIR rights and interests in all necessary forums including tribal, state, federal, local and administrative proceedings.
2. **Legal research and advising.** Work with policy, executive, management and staff to routinely advise and brief the Board of Trustees and its agents concerning the CTUIR's legal rights and interests; develop strategies to promote and protect those interests; track and monitor cases, agency actions, regulations, rulemaking and legislation; develop strategies and recommendations to benefits the CTUIR positions and relationships with executive officials, legislative bodies, administrative bodies and corresponding forums of tribal, federal, state and local governments.
3. **Drafting, negotiation agreements and collaboration.** General review and negotiation of contracts, intergovernmental agreements, leases, and related agreements; drafting and review of codes, policies, procedures for both legal sufficiency and consistency with the CTUIR Constitution and Bylaws and all related laws and policies;
4. **Law and Policy.** Review and advising concerning developing legislation, regulations and agency activities to protect CTUIR interests both in near term and for long term strategic interests; represent the CTUIR in forums, meetings, hearings, training, and presentations promoting and defending the CTUIR's legal rights and interests.
5. **Assignments.** Responsible for assignments delegated through the lead attorney.

SIGNATORY AUTHORITY:

None.

ACCESS TO SENSITIVE AREAS:

To the Office of Legal Counsel offices, files and records - both physical and electronic. View files containing sensitive and attorney client protected work products and communications. This extends to sensitive meetings and briefings.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Admission to practice before the Washington or Oregon State Bar, in good standing, or ability to attain reciprocal admission within 6 months of hire and subsequent admission to the federal District Court of Oregon or federal Eastern District Court of Washington; Admission includes protection of client communications and confidences in compliance with applicable Rules of Professional Conduct;
2. Five years' experience directly related to the protection of reserved treaty rights of a federally recognized tribe;
3. Experience before federal courts or federal agencies representing a federally recognized tribe;
4. Commitment to the ideals of tribal sovereignty and self-determination.
5. Demonstrated competency in the practice of federal Indian law, Superfund site assessment and clean-up, CERCLA, RCRA, Clean Water Act(s), Clean Air Act, NEPA, ESA, Nuclear Waste Policy Act and its implementation under of DOE O 435.1; related knowledge including tribal civil and criminal jurisdiction, contracting and sovereign immunity, government-to-government and tribal trustee relations.

6. Familiarity with the CTUIR's legal interests in superfund cleanup and natural resource damage assessments involving the Portland Harbor and Hanford Superfund Sites.
7. Familiarity with federal agency implementation of Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*.
8. Ability to provide general services in a broad array of legal practice areas, and advise in a manner to consistently integrate with existing and organizationally preferred solutions.
9. Accomplishments demonstrating efficient and timely products, requiring minimal supervision, extensive coordination and collaboration, and ability to diligently advance multiple projects.
10. Must demonstrate strong interpersonal, communication and writing skills. Communication skills include the ability to educate commissions, agencies, staff, and laypersons about issues of complex law sufficient for informed decision making.
11. Must be willing to become proficient in Microsoft Office software and Adobe, and legal research software such as Westlaw and agency internet and intranet resources.
12. Must work well with an entity client. Workplace relations require attorney to work professionally, in a respectful team member manner with various staff, commissions and committees and elected officials within the organization and with external entities affecting CTUIR interests. This includes compliance with applicable tribal laws and administrative policies.
13. Must have a valid state driver's license, reliable transportation and meet Tribal Insurance Requirements.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift up to 25 pounds, move files, boxes, push carts and organize files.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.06.

- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. **Application** - Completed Tribal Employment application.
2. **Supplemental Application** - Completed CTUIR's Supplemental Application Form (both sections).
3. **Cover Letter** - Brief, one page cover letter explaining your qualifications and experience relevant to the functions of this position.
4. **Resume** - Personal resume targeting your education and accomplishments relevant to the functions of this position. Please limit to two pages or under.
5. **Official copy of law school transcripts.**
6. **Writing Sample** - Please redact to less than 10 pages. Suggested samples include: Legal memos, client memos, motion briefs or articles
7. **If claiming Tribal and Indian preference:** Must provide proof of enrollment with a Federally Recognized Tribe Tribal Enrollment Card or Certificate of Indian Blood.
8. **If claiming Veteran's preference:** Must provide proof of honorable service and discharge or completed Form DD214. .

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted

interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

 3.8.19
Approved by -Jue-Jue Withers-Lyons, Assistant Director, Office of Human Resources Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature Date

