JOB DESCRIPTION
The Tulalip Tribes publicly announces that Native Preference to hiring shall apply to 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	DOE	**Position Type**	Full-Time
Background Tier	Tier II	**Classification**	Exempt
Skills Testing Required	No	**Safety Sensitive**	No
Supervisor	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. They should have experience with the legal functioning of a tribal government and be prepared to provide day-to-day legal counsel on all aspects of governmental action.
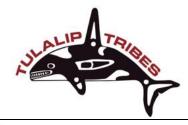
ESSENTIAL JOB DUTIES

1. Providing legal services to the Tribal government, Executive Directors, CEOs, Board of Directors, and various other departments, enterprises, commissions and committees.
2. Must be able to practice in the area of child welfare and have familiarity with the Indian Child Welfare Act.
3. Appear in Tribal and State Courts on behalf of the Tulalip Tribes in child welfare proceedings.
4. Maintain the ability to read, analyze, and interpret the most complex documents.
5. To respond effectively to the most sensitive inquires or issues in a confidential manner.
6. Write memos, correspondence and articles using original or innovative techniques or style.
7. Make effective and persuasive speeches and presentations on controversial or complex topics to Tribal Leadership, management, public groups, and/or other governmental agencies.
8. Regular and satisfactory attendance and punctuality.
9. Other related job duties as assigned.

MINIMUM REQUIRED EDUCATION

- High School Diploma or GED equivalent.
- Juris Doctorate from an ABA accredited law school.

MINIMUM RELATED EXPERIENCE

- One (1) year of experience practicing law or equivalent experience advocating for or providing counsel to Indian tribes or tribal communities.
- Demonstrated experience representing or working with Indian tribes.

REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES

- WA State Driver License.
- Licensed in good standing with the Washington State Bar Association and Tulalip Tribal Court Bar, or ability to do so within six (6) months of hire.
- Employment is contingent upon successful completion of a pre-employment background check.

KNOWLEDGE OF

- MS Office Word, Excel, Power Point, Outlook, Internet etc.
- Maintain confidentiality and communicate with tact and discretion in accordance to Washington State Bar standards.
- Basic filing system principles and data management.
- Basic understanding of the Native American Community.
- 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.
- 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.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.

PHYSICAL REQUIREMENTS

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

HOW TO APPLY

- To apply, email a resume and cover letter to cyenafryberg@tulaliptribes-nsn.gov