



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, CAO, CEO, COO	BOD
Location	6406 Marine Drive	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	Managing Attorney	Subordinate(s)	No

JOB SUMMARY

The Reservation Attorney works with the Office of Reservation Attorney to provide legal counsel and representation to the Tulalip Tribes government, with a primary focus on the Tulalip Gaming Organization, Tulalip Tribal Federal Corporation, and Quil Ceda Village. This position advises on business, governance, regulatory, and operational matters; represents tribal entities in judicial and administrative proceedings; and supports business relationships and transactions with external partners. The Reservation Attorney must have experience with the unique complexities of tribal enterprises and provide practical, day-to-day legal counsel on all aspects of tribal business operations while protecting Tribal interests and sovereignty.

ESSENTIAL JOB DUTIES

1. Providing legal services to the Tulalip Gaming Organization, Tulalip Tribal Federal Corporation, Quil Ceda Village, and their respective Chief Officers, Board leadership, and various other departments, enterprises, and subsidiaries.
2. Appearing in tribal, state and federal tribunals on behalf of the Tulalip Tribes.
3. Must be able to practice law in the areas of gaming, economic development, tax, property, etc.
4. Maintain the ability to read, analyze, and interpret complex documents.
5. Provide sophisticated legal guidance in a manner that promotes the interests of the Tulalip Tribes and its entities.
6. Respond effectively to the most sensitive inquiries or issues in a confidential manner.
7. Write memos, correspondence and articles using original or innovative techniques or style.
8. Make effective and persuasive speeches and presentations on controversial or complex topics to Tribal Leadership, management, public groups, and/or other governmental agencies.
9. Operates personal vehicle to drive between various work sites.
10. Regular and satisfactory attendance and punctuality.
11. Other related job duties as assigned.

MINIMUM REQUIRED EDUCATION

- Juris Doctorate from an American Bar Association accredited law school.

MINIMUM RELATED EXPERIENCE

- Five (5) years of experience practicing law.
- Three (3) years of experience representing or working with Indian tribes.



REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES

- WA State Driver License. **(Personal Auto Insurance)**
- Licensed in good standing with the Washington State Bar Association and 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.
- Principles and practices of tribal government and Tulalip policies & ordinances.
- Office practices and procedures.

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.
- Have excellent proofreading, grammar, punctuation, spelling, written, and verbal skills.
- 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.
- Learn, interpret and apply codes, policies, procedures, and other written materials.
- Maintain confidentiality and communicate with tact and discretion.
- Continually learn and utilize a variety of information systems and software.
- Provide excellent customer service and problem solve effectively.
- 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 sit, stand, and/or walk for prolonged periods.
- Mobility to bend, stoop, and/or climb stairs on an everyday basis.
- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Strength to lift objects weighing up to 25lbs. occasionally

HOW TO APPLY

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