

JOB DESCRIPTION

TITLE OF POSITION: Staff Attorney
DEPARTMENT: Legal
REPORTS TO: Litigation Management Committee (LMC)
FLSA STATUS: Exempt

SUMMARY: Representation of NARF's clients, assistance to LMC in considering RFAs, and approved appearances at relevant conferences.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Responds to and investigates requests for assistance (RFA) as directed by the Litigation Management Committee and makes recommendations to the Litigation Management Committee concerning the specific legal issues involved in each RFA and whether or not NARF should undertake representation.
2. Undertakes representation of NARF clients as requested by the Litigation Management Committee. Assumes all the professional responsibilities of the attorney-client relationship.
3. Enters time records as required by NARF policies and practice.
4. Prepares reports for and attends Board of Director meetings, as requested.
5. Conducts workshops, participates in panel discussions, or consultations with other programs as requested by the Litigation Management Committee.
6. Assists in the preparation of legal materials in those areas of his/her expertise.
7. Performs any other duties as requested by the Litigation Management Committee.

SUPERVISORY DUTIES: Assumes directional responsibility for any work given to his/her assigned Paralegal or Legal Assistant and any Law Clerk preparing research memoranda at his/her request.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Admitted to practice before the bar of one or more states, unless the applicant is a recent law graduate, in which case bar passage must be achieved within two bar exams. A third exam is discretionary with the Litigation Management Committee. New graduates will be requested to take the Colorado, District of Columbia, or Alaska Bars, as appropriate.
2. Interest in Indian law.

3. Expertise and experience in a particular field of law relevant to the needs of NARF's clients if hired as an experienced attorney.
4. JD degree from an accredited school of law.
5. Required legal experience at date of hire varies, depending on experience required for anticipated case load.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.