

JOB POSTING #2018A137

JOB TITLE: General Counsel

DATE: February 20, 2019

DEPARTMENT: Legal

CLASSIFICATION: Full Time / Regular / Exempt

SUPERVISES: Attorneys, Administrative Assistant, Regulatory Compliance Officer, Retained Outside Counsel

REPORTS TO: Tribal Board

JOB FAMILY: Executive

LOCATION: Sault Tribe Administration
523 Ashmun St.
Sault Ste. Marie, Mi



POSITION SUMMARY:

With the Tribe and its Constitutional government as the client, the General Counsel works under the primary supervision and direction of the Tribal Board. The General Counsel also provides legal services to the Tribal government's Executive Director for operational direction consistent with the laws, budgets and policy directives enacted by the Tribal Council. The position entails performing a broad range of legal work for all departments and divisions of the Tribal government, as well as, appearing in Courts of the Tribal Court, Michigan State Courts and federal courts on behalf of the Tribe as authorized and directed.

JOB COMPLEXITY:

Provide timely legal advice/counsel to, and draft legal opinions for, the Tribal Board, its subdivisions, instrumentalities, departments and various business entities on a broad range of legal issues.

- Prepare legal memoranda and conducts legal research as requested.
- Prepare drafts of resolutions, Tribal laws, regulations, and policies for Tribal Board's approval.
- Works with Department Leaders to create policies/procedures to guide implementation of government functions and operations to assure compliance with applicable laws and conditions of grants, contracts and other agreements.
- Serves as the Director of the Tribe's Legal Department, allocates work for the efficient operation of the Department and supervises the work of subordinate attorneys and legal support staff.
- Supervision of work performed by the Tribe's outside/contract attorneys, and participation in such work, to help achieve successful completion of assigned work within budgetary constraints.
- Oversees the implementation of regulations and compliance by all Tribal departments with federal and state regulations for various functions of the government.

- Establish and maintain necessary professional relationships with Team Members, Tribal Members, Tribal Management and other Tribal Government Employers.
- Manage the delivery of legal services to all areas of the Tribal government, Enterprises, and Kewadin Casino's to ensure services and functions are performed in a timely manner by appropriate personnel consistent with Tribal business needs.
- Prepares and manages the budget for the Legal Department of the Tribe.
- Represents the Tribe in negotiation and implementation of inter-governmental agreements with the United States, State of Michigan, local governments and their respective agencies and instrumentalities.
- At the request of the Tribal Board, attends public meetings of Tribal members to present and explain proposed or adopted actions of the Tribal Board and other instrumentalities of the Tribal government.
- Attend various community and programmatic events and meetings as needed to share information and support team's work.
- Attend Tribal Board meetings, workgroups and prep sessions as requested to provide legal advice and support.
- Responsible for monitoring federal and state legislature affecting the Tribe.
- All other duties as assigned consistent with ethical limitations applicable to licensed attorneys.

ACCOUNTABILITY:

Works with Board of Directors, Tribal Chairperson, Executive Directors and Division Directors/Program Managers to establish priorities and allocate legal resources. Works independently in a professional capacity. Has professional responsibility for quality of his/her own work and that of his/her professional staff, and is governed by code of professional responsibility.

CONTACTS:

Has regular contact with senior tribal officials, other attorneys, and judicial officials, elected officials at tribal, federal, state and municipal levels.

WORKING CONDITIONS/SAFETY HAZARDS: Confidentiality Absolutely Required.

General office environment. Position requires mobility and prolonged sitting and standing; requires flexible working hours; regular and predictable attendance is required. Some traveling when required.

JOB SPECIFICATIONS:

Graduate with J.D. from accredited law school. Admission to Michigan Bar. Extensive knowledge of Tribal, Federal and State law, and practice, especially Indian Law and Gaming Law; Legal Research and Writing; Federal and State legislative and political processes; Legal administration. At least ten years experience in managing and/or supervising a law office is preferred. Must pass a criminal background investigation done under the rules of the National Indian Gaming Commission. Will be required to complete and pass pre-employment drug testing. Native American preferred.

REMUNERATION: Negotiable

CLOSING DATE:

Open Until Filled

REPLY TO:

Sault Tribe Human Resource Department
2186 Shunk Road
Sault Ste. Marie, Mi 49783

(906) 635-4937
Toll Free (866) 635-7032
Fax (906) 635-4992

Apply Online:

www.saulttribe.com