



# Cow Creek Government Office

## Position Description

**Position Title:** Tribal Staff Attorney

**Department:** Legal

**Reports To:** Tribal Counsel

**FLSA Designation:** Exempt

### POSITION PURPOSE:

The primary duty of the Tribal Staff Attorney is to provide in-house legal services to the Tribe. This position will work closely with the Tribe's General Counsel. The Tribal Staff Attorney shall have direct and ultimate responsibility for the completion, timeliness, and quality of the legal services to which they are assigned.

### ESSENTIAL FUNCTIONS:

- Provide legal advice and counsel to the Tribe, and its representative branches, commissions, departments, businesses, officers, and employees of the Tribe.
- Represent the Tribe and individual branches, commissions, departments, businesses, officers, and employees of the Tribe before court.
- Conduct legal research and preparing legal documents, including contracts, ordinances, by-laws, regulations, resolutions, policies, and procedures.
- Preparing internal legal opinions for the Tribe, and providing second opinions on legal issues.
- Document drafting, legal research and analysis as assigned.
- Provide oversight of all outside counsel retained by the Tribe.
- Prepare reports, etc. as assigned.
- Responsible for management and organization of all legal files and legal records.

### QUALIFICATION STANDARDS:

- J.D. or above legal degree required.
- At least four years of law practice experience with a law firm, legal department, non-profit, or legal services organization.
- Oregon State Bar membership in good standing.
- Extensive knowledge of Federal Indian Law and Tribal preference required.
- Computer literacy and experience essential.
- Experience in business/corporations and government preferable.