

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-033 **Issue Date:** 01-30-18 **Closing Date:** 02-27-18

Lead Attorney
Office of Legal Counsel
Hourly Wage: DOQ/Regular/Full-Time/Supervisory

The Lead Attorney is responsible to serve as the administrative manager and director of the Yakama Nation Office of Legal Counsel (OLC), including coordinating and supervising all attorneys and other staff within the Office, and to be the Yakama Nation's lead legal counsel. Administrative management includes personnel management of all OLC employees and budget management and oversight. The Lead Attorney shall provide high-quality, culturally competent legal services to the Tribal Council, and all programs and departments in a timely manner. The Lead Attorney shall also provide legal services to Tribal enterprises as directed, and where there is no conflict of interest. Pursuant to these duties, the Lead Attorney shall advise and assist the elected Tribal officials in managing the Tribe's relationships with other governmental entities and agencies. The Lead Attorney shall also supervise and coordinate with outside legal counsel employed by the Yakama Nation as necessary and requested.

Knowledge, Skills and Abilities:

- Experience in a management / supervisory position (preferably in a legal office setting).
- Strong litigation skills, with significant experience in tribal, state, and federal courts.
- Strong legal writing skills.
- Experience advocating and negotiating in legislative and political settings.
- A thorough and sound understanding of federal Indian law.
- Previous experience representing tribal governments and/or tribal governmental entities.
- Knowledge of and experience with the Yakama Nation tribal government, and the Yakama People.
- Knowledge of and skill in the use of computers and assorted Apple and related software, including Lexis Nexis.

General Recruiting Indicators:

- J.D. from an ABA accredited law school. A minimum of 5 years practicing Indian law, or equivalent relevant experience. Preference will be given to individuals with practice experience in Indian law. Preference for 15+ years of relevant experience. Admission in good standing to the Washington State Bar and the Yakama Tribal Court Bar (or ability to obtain admission within first year of employment).
- Application requires a resume, legal writing sample, law school transcript, and three professional references.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Prefer Yakama Nation Tribal Members, or candidates with Indian heritage.
- Must possess a valid WA State Driver's License, with ability to obtain a Yakama Nation tribal driver's permit.