



Jena Band of Choctaw Indians

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JENA BAND OF CHOCTAW INDIANS

Job Announcement

Legal Department

P. O. Box 14

Jena, LA 71342

318-992-2717

POSITION TITLE: Assistant Tribal Attorney

APPLICATION OPENING DATE:

STATUS: Full-Time Employment

SUPERVISOR: Tribal Attorney

CLASSIFICATION: Exempt

CLOSING DATE: April 30, 2024

HOURS/WORK: 40+

JOB LOCATION: JBCI Administration Building, Trout, Louisiana

POSITION SUMMARY:

The Assistant Tribal Attorney works in the Legal Department under the direction of the Tribal Attorney and provides legal advice and representation to the Tribal Council, Boards of the Gaming Authority and Economic Development Authority, and standing committees on a wide range of issues affecting the Jena Band of Choctaw Indians, works with tribal, federal and state officials as well as national-and state-level tribal advocacy groups, other tribes, private individuals and entities; maintains confidentiality of all privileged information.

This position summary is illustrative and does not include all the position's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Juris doctorate degree from an American Bar Association-accredited law school, admission to State Bar of Louisiana or ability to be admitted within 18 months of beginning employment. Minimum three years as a practicing attorney in Native American Law.

*Preference given to qualified, enrolled members of federally recognized Indian tribes.

SALARY:

\$75,000 - \$95,000. Generous group health and life insurance, 401(k) plan with employer contribution, generous paid annual and sick leave, paid holidays and other benefits provided.

ESSENTIAL DUITES AND RESPONSIBILITIES:

- General review and negotiation of contracts, intergovernmental agreements, and related agreements; drafting and review of codes, policies, procedures, and resolutions for both legal sufficiency and consistency with the Constitution and all related laws and policies;

- Work cooperatively with directors, managers, and staff; routinely advise and brief the Tribal Council, government administration departments, and business entities on a broad range of issues concerning the Tribe's legal rights and interests; develop strategies to promote and protect the Tribe's interests; track and monitor cases, actions, regulations, rulemaking and legislations; develop strategies and recommendations to benefit the Tribe's positions and relationships with state and federal officials, legislative bodies, administrative bodies and corresponding forums of tribal, federal, state and local governments;
- Responsible for assignments delegated from the Tribal Attorney and Tribal Council; and
- Performs all other duties as assigned.

The responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all-inclusive. All the duties listed above may not be assigned, nor do the examples cover all duties which may be assigned.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Tribal Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technical developments). Any employment offer is contingent on the results of a drug and alcohol tests as a condition of obtaining employment.

Questions may be directed to:

jwilkerson@jenachoctaw.org

Apply by submitting an application and resume to jwilkerson@jenachoctaw.org