



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

<b>OPENS:</b>	<b>AUGUST 2, 2016</b>	<b>CLOSES:</b>	<b>WHEN FILLED</b>
<b>JOB TITLE:</b>	<b>STAFF ATTORNEY</b>	<b>DEPARTMENT:</b>	<b>LAW OFFICE</b>
<b>REPORTS TO:</b>	<b>LAW OFFICE DIRECTOR</b>	<b>HOURS:</b>	<b>FULL TIME – 40 HRS/WK</b>
<b>SALARY:</b>	<b>ATTORNEY SALARY SCALE + BENEFITS</b>		

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### POSITION SUMMARY:

Provides legal advice and representation to the tribal government, the Tribal Council and various departments and programs of the Tribe. Drafts documents, litigates, negotiates and conducts legal research. Among other topics, this position will focus on Human Resource and TERO matters.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides legal advice to Tribal government, including its governing body the Puyallup Tribal Council, departments, programs, and committees of Tribal government.
2. Prepares and reviews contracts and other documents for the Tribal Council and departments.
3. Negotiates agreements on behalf of the Tribe.
4. Represents the Tribe in litigation and administrative proceedings.
5. Drafts and revises Tribal codes and ordinances.
6. Conducts legal research concerning Tribal, Federal and State Law.
7. Provides information to the Tribal membership on relevant subjects and issues.
8. Participates in planning and strategy sessions with the Tribal Council and government departments.
9. Performs other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

### QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Law degree (Juris Doctorate) from an accredited Law School. Experience and knowledge using word processing and Westlaw.

### **Language Skills**

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, and legal documents. Ability to respond to common inquiries or complaints from staff and regulatory agencies. Ability to write reports and legal correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees and groups of people. Ability to advocate on behalf of the Tribe in a variety of settings.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists.

### **Licenses or Certificates**

Must be a Washington State Bar Association Member or become a member of the WA State Bar Association within one year from the date of hire.

Must have a valid Washington State driver's license.

Must pass background check.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; reach with hands and arms; talk and hear.
- The employee occasionally is required to stand and walk.
- The employee must occasionally lift and/or move up to 10 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.

- Position may be stressful at times due to the sensitive or confidential issues being addressed and the number of assignments and deadlines that are often required.
- Must have own transportation for travel to meetings and hearings.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

**HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*