



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: Tribal Administration Legal Advisor

Open: 01-27-25

Location: White Earth

Close: Until filled

Pay: 35.83/Hr. or DOQ

Benefits: Full

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing legal counsel and advice to the Reservation Business Committee and its tribal departments. The Legal Advisor will maintain, develop and manage relationships with other entities on behalf of the Band. The Legal Advisor will develop and complete special projects as assigned by the Reservation Business Committee.

Position Outcomes:

- Provide legal advice and support to tribal officials, tribal departments and the RBC.
- Review proposed legal actions and ensure applicable laws are followed.
- Assist in the development and review of policy and legislation.
- Perform legal research and analyze complex legal information.
- Maintain communications with federally recognized Indian tribes, national tribal groups and other relevant organizations.
- Participate in meetings to clarify legal perspective.
- Develop, coordinate and execute special projects.
- Identify, propose, plan and execute projects, programs and policies and procedures which are socially and economically beneficial to all Band members.
- Ensure the Band's sovereignty is promoted, enhanced and protected.
- Assist to avoid or prevent expensive disputes and litigation.
- Complete review of local, state, federal and tribal law affecting the White Earth Band and the White Earth Reservation and in the surrounding 1855 Treaty Territory.
- Draft and share updates on new policies from state, tribal and federal governments.
- Organize briefings and information sessions for the Band and tribal departments.
- Prepare reports, as required, on legal opinions, ensuring all documentation is maintained.
- Perform other duties as directed by the RBC.

Knowledge, Skills and Abilities:

- Strong legal research and writing skills.
- Background in tribal law or willingness to quickly come abreast of relevant subject matter.
- Intermediate to advanced experience in Microsoft products, including Word, Excel, Power Point, etc.
- Ability to identify and protect confidential/privileged information.
- Ability to communicate effectively, both orally and in writing with diverse parties including local, state, federal and tribal governments and agencies.
- Ability to organize and lead briefings in person or in an online format.
- Ability to work in an interdisciplinary fashion with professionals from diverse backgrounds.

Qualifications:

- Juris Doctor or equivalent law degree from an accredited law school.
- Must be licensed to practice law by any state bar with the ability to gain licensure from the Minnesota State Bar within a reasonable time from date of hire.
- Prior practice experience in tribal law preferred.
- Valid driver's license and ability to travel as needed for project meetings.

Mail Applications to

White Earth Tribal Council
P. O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.