



# WHITE EARTH RESERVATION

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

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## Job Announcement

**Position: Tribal Administration Legal Advisor**

**Location: White Earth, MN**

**Pay: \$35.83/DOQ**

**Benefits: Full**

**Open: 03/21/2025**

**Close: 04/ 04/2025**

**Status: Full time**

### Position Summary:

The Legal Advisor is responsible for providing comprehensive legal counsel and representation to the Tribal Chairman and/or the White Earth Reservation Business Committee on a range of issues related to tribal sovereignty, governance, operations including review of legal documents, drafting legislation, negotiating contracts, and representing the tribe in legal proceedings. This position may provide advisement and will maintain, develop and manage relationships with other entities on behalf of the Band.

### Position Outcomes:

- Provide legal advice and support primarily to the Tribal Chairman on matters related to tribal law, federal and state law and any others that impact tribal relations. Additional support may also be directed to provide same advice and support to tribal officials, tribal departments and the WERBC.
- Develop, coordinate and execute special projects.
- Review proposed legal actions and ensure applicable laws are followed.
- Assist in the development and review of policy and legislation as well as drafting applicable tribal ordinances, resolutions and policies.
- Perform legal research and analyze complex legal information for interpretation and understanding.
- Maintain positive and effective communications with federally recognized Indian tribes, national tribal groups and other relevant organizations.
- Participate in meetings to clarify legal perspective. Will also monitor legal developments that could affect tribal sovereignty and taking appropriate actions to safeguard tribal rights.

### Knowledge, Skills and Abilities Required:

- 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.
- Knowledge of the White Earth Reservation Business Committee, the culture of the Band and its members.
- Working experience with management and creation of electronic records database.
- Working experience with various programs and legal compliance documentation and reporting.

### Qualifications Required:

- 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.
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Mail Applications White Earth Tribal Council

Attention: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: [www.whiteearth.com](http://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  
Background Checks performed*