

<b>KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION</b>
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**TITLE:** Tribal Attorney

**STATUS:** Contractual

**REPORTS TO:** Tribal Council

**Position Summary:**

Represents Kickapoo Tribe in Kansas in Criminal and Civil litigation and other legal proceedings, draw up legal documents, and manage or advise Tribal Council on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

**Essential Duties and Responsibilities:**

Act as agent, trustee, guardian, or executor for businesses.  
Advise Tribal Council concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and precedents.  
Analyze the probable outcomes of cases, using knowledge of legal precedents.  
Present and summarize cases to judges and juries.  
Evaluate findings and develop strategies and arguments in preparation for presentation of cases.  
Examine legal data to determine advisability of defending or prosecuting lawsuit.  
Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case.  
Prosecute Methamphetamine cases and work with Methamphetamine Coordinator on the Methamphetamine Initiative.  
Interpret laws, rulings and regulations for individuals and businesses.  
Negotiate settlements of civil disputes.  
Prepare and draft legal documents, such as wills, deeds, patent applications, mortgages, leases, and contracts.  
Prepare legal briefs and opinions, and file appeals in Tribal, Federal Court of appeal.  
Present evidence to defend the Kickapoo Tribe in Kansas in criminal or civil litigation.  
Search for and examine public and other legal records to write opinions or establish ownership.  
Study Constitution, statues, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramification for cases.  
Confer with colleagues with specialties in appropriate areas of legal issue to establish and verify bases for legal proceedings.  
Perform administrative and management functions related to the practice of law.  
Supervise legal assistants.

**Required Knowledge:**

Law and Government – Knowledge of tribal law, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Skills Required:**

**Persuasion** – Persuading others to change their minds or behavior.

**Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Speaking** – Talking to others to convey information effectively.

**Judgment and Decision Making** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Negotiation** – Bringing others together and trying to reconcile differences.

**Complex Problem Solving** – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Deductive Reasoning** – The ability to apply general rules to specific problems to produce answers that make sense.

**Minimum Qualifications:**

Juris Doctorate Law Degree from accredited University or College.

Licensed with the State of Kansas to practice law.

Valid drivers license in state of residency and fully insurable under tribal insurance policy.

Shall be able to practice in Tribal, State and Federal Courts.

Prefer knowledge and experience of Federal Indian Laws and Jurisdictional issues.

**Privacy Act:**

The Attorney shall comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC 522a) (i) (1).

**Drug Free Workplace Policy:**

As a condition of employment, applicants must consent to pre-employment drug testing prior to date of hire, and abide by the Drug Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

**Indian Preference Policy:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Tribal Employment Rights Ordinance (TERO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.