



Job Title: Assistant Tribal Attorney
Department: Legal
Reports to: Tribal Attorney
FLSA Status: Exempt
Salary Grade: \$116,105.60 - \$174,158.40
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidates must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Tribal Attorney, the Assistant Tribal Attorney and the Coquille Legal Department addresses myriad interesting, complex, and dynamic issues, many of which have strict deadlines. We are a family-friendly employer that takes pride in handling our assignments in a collaborative, constructive and humorous way.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs legal representation, negotiations, research, writing, and policy development.
2. Represents the Tribe and its associated entities and committees.
3. Prepares letters, memos, contracts, and legal documents, including pleadings, subpoenas, ordinances, and resolutions.
4. Advises the Tribal government and Tribal affiliate entities regarding legal matters, as assigned.
5. Reviews contracts, deeds, and other legal instruments.
6. Assists Tribal Attorney and other Legal Department staff with complex legal research and advocacy projects.
7. Proofreads written materials.
8. Assists with the development and review of tribal laws and policies.
9. Assists with planning Legal Department projects and activities.
10. Maintains strict confidentiality.
11. Performs other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional stooping, kneeling, crouching, or crawling. Work is generally performed in an office setting and occasionally outdoors. Evening and weekend work are frequently required. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must be able to efficiently, safely and accurately perform the essential duties and responsibilities with or without reasonable accommodation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to develop the skills of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
5. Ability to maintain effective working relationships with outside governmental officials, administrative and granting agencies.
6. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
7. Knowledge of legal terminology and legal forms and documents.
8. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations.
10. Political and interpersonal tact.
11. Curiosity, compassion and humor are very helpful attributes for this position.

QUALIFICATIONS

1. Juris Doctorate from accredited law school required.
2. Member of Oregon State Bar in good standing required.
3. Ability to communicate complex concepts with clarity, respect and humor.
4. Proficiency in Microsoft Word, Excel, and Power Point and one or more online legal research tools, such as Westlaw, required.
5. Strong communication, organizational and problem-solving skills.
6. Experience independently managing multiple priorities in a time-sensitive environment.
7. Experience working in Tribal government or in a health care-related position is preferred, but not necessary.
8. Willingness and ability to travel, as needed.
9. Current and valid Oregon driver's license in good standing is required.