ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE:	Staff Attorney
POSITION NUMBER:	09075
DEPARTMENT:	Legislative Reference Office
LOCATION:	N7210 Seminary Rd Oneida WI
DIVISION:	Non-Divisional
RESPONSIBLE TO:	Legislative Reference Office - Director
SALARY:	E08 $66,572/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
	(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION:	Exempt
POSTING DATE:	June 20, 2016
CLOSING DATE:	June 27, 2016
Transfer Deadline:	June 27, 2016
Proposed Start Date:	As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Accomplish the Legislative Reference Office's goals by assisting the Legislative Operating Committee (LOC) in the drafting and analysis of laws and development of legislative proposals and other major policies affecting the Oneida Tribe. Employee will be under an Employment Contract. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Review and analyze proposed tribal legislation and interpret impact on the Tribe; provide policy alternatives and recommendations.
2. Assist with drafting and redrafting of proposed Tribal legislation.
3. Compile data regarding existing and proposed legislation.
4. Provide drafts of ordinances, laws, codes, resolutions or other forms of legislation as assigned.
5. Research legal questions, analysis problems and prepares memoranda and correspondence.
6. Advise on all legal matters affecting the office including the application of tribal laws, regulations, rules, and policies.
7. Consult with attorneys in the Oneida Law Office in the interpretation of existing legislation and the development of new legislation.
8. Participate in staff development and training programs.
9. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
10. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
11. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
12. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to 25 pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of federal, state, local and tribal law, legal research and working knowledge of research methods, lawmaking and rule making systems.
2. Ability to appraise legislation for its need, meaning, intent, logical development and clarity of policy expression.
3. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
4. Ability to exercise initiative and independent judgment.
5. Ability to work extended hours and various work schedules.
6. Ability to demonstrate a high level of sensitivity to community issues and concerns.
7. Ability to communicate efficiently and effectively both verbally and in writing.
8. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
9. Ability to complete multiple tasks under externally imposed deadlines.
10. Ability to establish priorities when presented with conflicting demands.
11. Ability to objectively deal with controversial and complex issues.
12. Ability to effectively deal with officials at all levels of government.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
17. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Juris Doctor or L.L.B. from an accredited law school and licensed to practice law in the State of Wisconsin.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**