

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

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>



A good mind. A good heart. A strong fire.

**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

**SECOND POSTING TO ALL APPLICANTS**

**POSITION TITLE:** Attorney  
**POSITION NUMBER:** 09001  
**DEPARTMENT:** Law  
**LOCATION:** N7210 Seminary Rd Oneida WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Chief Counsel  
**SALARY:** E8 \$69,901/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** March 26, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** April 2, 2018  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation 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**

Under direct supervision of Chief Counsel, responsible for tribal representation in Tribal, State and Federal forums. Assist and represent the Oneida Tribe in all areas as needed. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Follow through on all work assigned by Chief Counsel, Oneida Business Committee and Oneida General Tribal Council.
2. Maintain responsibility for all work assigned.
3. Provide weekly reports to the Chief Counsel and as requested to the Oneida Business Committee.
4. Meet all requirements to maintain licensing with the Wisconsin State Bar.
5. Research legal questions, analyze problems and prepare memorandums and correspondence for review and/or signature of Chief Counsel.
6. Travel as needed and/or required.
7. Works with other counsel as needed/required.
8. Contribute to a team effort and accomplishes related results as required
9. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
10. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
11. 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 sit, walk; use hands and arms to reach; and talk and hear. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. 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 and/or training in Indian Law, conflict resolution, mediation and negotiations.
2. Knowledge and experience working in the area of Indian law. Knowledge of its ramifications on practice within local, state and federal courts and agencies.

## **JOB DESCRIPTION**

**Attorney**

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### **STANDARD QUALIFICATIONS(Cont):**

3. Knowledge and experience in general practice and litigation.
4. Knowledge of current commerce issues in Indian country.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Ability to present a professional appearance and demeanor as a representative of the Oneida Nation.
7. Ability to communicate effectively with others both orally and in writing.
8. Ability to develop and maintain professional relationships with a variety of individuals and groups in a complex, multi-cultural environment.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
12. Must pass a background security check with the Oneida Nation 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 Nation's Gaming Division.
13. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management 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.**

1. Knowledge of the Oneida Community, its history, culture and government.
2. Willingness to learn new areas of the legal field and ability to develop legal expertise across multiple subject areas involving Tribal, federal and some state/local laws and regulations.
3. Knowledge of legislative and administrative processes.
4. Interest in working with Tribal communities and with tribal government programs.

### **MINIMUM QUALIFICATIONS:**

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

1. Juris Doctorate 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.**