

**APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



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

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**SECOND POSTING OPEN TO ALL APPLICANTS**

**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 \$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:** May 18, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** May 25, 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**

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 policies affecting the Nation. Employee will be under an Employment Contract. Continuation of this position is contingent upon performance and funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Review and analyze proposed tribal legislation and interpret impact on the Tribe; provide policy alternatives and recommendations.
2. Draft and redrafting of proposed Tribal legislation.
3. Compile data regarding existing and proposed legislation.
4. Provide drafts of laws, resolutions or other forms of legislation as assigned.
5. Research legal questions, analyze problems and prepare 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. Must be able to work as a team member.
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.

## **JOB DESCRIPTION**

### **Staff Attorney**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk and sit.
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. Comprehensive understanding of tribal sovereignty, its importance and its purpose.
3. Ability to appraise legislation for its need, meaning, intent, logical development and clarity of policy expression.
4. Ability to accurately interpret applicable federal, state, county and local laws, regulations, and requirements.
5. Ability to exercise initiative and independent judgment in the best interests of the office.
6. Ability to work extended hours and various work schedules.
7. Ability to demonstrate a high level of sensitivity to community issues and concerns.
8. Ability to communicate clearly, efficiently, effectively both verbally and in writing.
9. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
10. Ability to complete multiple tasks under short imposed deadlines.
11. Ability to establish priorities when presented with conflicting demands.
12. Ability to objectively manage and navigate controversial and complex issues.
13. Ability to effectively communicate with officials at all levels of government.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
17. 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 Tribe's Gaming Division.
18. 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.

#### **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 or able to obtain Wisconsin State Bar license within one (1) year of employment.

#### **ITEMS TO BE SUBMITTED:**

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