

**SITKA TRIBE OF ALASKA**  
**Job description**  
**JOB TITLE: Tribal Attorney**

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Exempt:	Yes	Salary:	DOE
Shift:	8 a.m. – 4:30 p.m. M-F	Department:	Legal
Supervisor:	General Manager	Prepared by:	Administrative Services Director
Approved by:	General Manager	Date:	October 26, 2016

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**I. SUMMARY**

The Tribal Attorney is responsible for working with Sitka Tribe of Alaska departments on legal issues dealing with tribal government offices and services. The position is responsible for supervising legal staff, overseeing the realty program and Tribal Court; and for providing direct services to restricted property land owners and native allotment applicants within the Sheet'ka Kwaan.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

**A. Attorney Responsibilities:**

- Advise staff regarding legal issues affecting the Tribe, including but not limited to:
  - Tribal Ordinance and Regulation drafting and revising;
  - Review contracts entered into by STA;
  - Advise Tribal Council and General Manager on employee grievances;
  - Review and Develop in collaboration with the General Manger internal policies and procedures;
  - Bring and defend lawsuits in Tribal, State and Federal court on behalf of the Tribe;
  - Represent the Tribe in Administrative proceedings;
  - Advise the Personnel Officer on personnel issues, in coordination with the General Manager;
  - Serve as adjudicating official under STA Criminal Background Check Ordinance- this position is responsible to review background investigations to determine whether an individual is suitable for employment.
- Track all legal issues STA is involved in, working closely with the General Manager.
- Oversee Tribal Court and realty program supervise court and realty staff
- Operate STA's realty program. This entails working with restricted property owners under Bureau of Indian Affairs regulations regarding:
  - Realty transactions including sales, gift deeds, rights of way, partitions, leases and permits of restricted properties;
  - Coordinating appraisals, surveys, archaeology, and NEPA requirements for transactions and activities;
  - Last Will & Testament preparation for tribal citizens with interest in restricted properties;
  - Probate package preparation including land inventories and gathering heirship data necessary for Probate Proceedings;
  - Rights protection including trespass discovery and abatement, arranging for appraisals, posting and surveying of restricted properties, and tracking of development and other activities in areas near or on native allotments and restricted town sites, informing property owners of such planned development and providing comments on such at request of property owners; and
  - Working on pending and approved native allotment applications, including tracking the BLM allotment adjudication process, providing applicants with updates and information on the process and assisting applicants with advocacy including affidavit preparation.
  - Adhere to confidential requirements of trust records.
  - Maintain realty files according to Bureau of Indian Affairs' standards.
  - Coordination of Village Committee and implementation of Committee recommendations.
- Other Duties as Assigned by Supervisor.

## **B. Supervisory Responsibilities**

- Supervises the employee(s) in the Legal Department including addressing problems, concerns, work load, priorities, weekly assignments/duties, To Do lists, etc.
- Supervising staff includes ensuring that the STA Handbook and other policies and procedures are followed.

## **C. Committee Responsibilities**

- Monitor legislative affairs of the U.S. Congress and court decisions that may affect Sitka Tribe and/or Alaska Tribes.
- Responsible for providing staff support/coordinating the Legislative Affairs Committee and Village Committee: draft agendas, minutes, forward recommendations from the Committees to the Council in a timely manner.

## **D. Administrative Responsibilities**

- Track compact and grant budgets.

## **E. Meetings Reports and Other**

- Attend meetings as necessary to represent department, including but not limited to:
  - Department director meetings;
  - Legal staff meetings;
  - Individual meetings with General Manager to update on activities;
  - Monthly Tribal Council meetings (third Wednesday of each month at 6:30 p.m.);
  - Any special Council meetings or work sessions of the Tribal Council where legal advice may be sought; and
  - STA committee meetings where a committee may seek legal advice.
- Prepare written monthly reports of activities to the General Manager for inclusion in the Tribal Council meeting packet. Receive, review/edit, and route monthly report from Legal staff to the Executive Assistant for inclusion in the Council's monthly meeting packet.
- Attend STA all-staff meetings.
- Maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, and the general public.
- Maintain a professional appearance in the community at all times.
- Travel on behalf of STA as requested and/or necessary.
- Other duties as assigned.

## **III. MINIMUM REQUIREMENTS**

### **Education and Licenses**

- A. Juris Doctorate degree from an accredited law school; and
- B. License to practice law from Alaska State Bar Association.

### **Experience, Skills and Abilities**

- A. Excellent written and oral skills;
- B. Desire and ability to support and advocate for Tribal rights; and
- C. Ability to balance competing priorities to achieve goals and work under pressure.

### **Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence

- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

**Drug and Alcohol Free Workplace**

Drug and Alcohol Free Workplace. This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

**IV. PREFERRED KNOWLEDGE**

Understanding of the Native Community in Sitka; understanding of natural/cultural resource protection enhancement and development; ability to assist on promotion of Tribal Economic Development; knowledge of personnel law; and knowledge of Tribal trust responsibilities.

**V. NATIVE PREFERENCE**

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

Approved:

  
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**Lisa Gassman, General Manager**

10/25/16  
**Date:**

Received:

  
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**Anne Davis, Administrative Services Director**

10/25/2016  
**Date:**