



OFFICE OF THE ATTORNEY GENERAL

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MISSISSIPPI BAND OF CHOCTAW INDIANS

P. O. BOX 6258 / 354 INDUSTRIAL ROAD

CHOCTAW, MISSISSIPPI 39350

**JOB ANNOUNCEMENT
MISSISSIPPI BAND OF CHOCTAW INDIANS**

JOB ANNOUNCEMENT# 437009

POSITION TITLE: Staff Attorney

SALARY: Grade 18

OPENING DATE: February 10, 2020 **FEB 10 2020**

CLOSING DATE: February 24, 2020 or Until Filled

SUPERVISOR: Attorney General or Designee

JOB LOCATION: Office of the Attorney General/Choctaw, MS or AGO Wing at Justice Complex/Choctaw, MS

TYPE OF EMPLOYMENT: Regular Exempt

SCOPE AND SERVICE AND EFFECT:

The Staff Attorney is responsible for providing general staff legal services for the Attorney General's Office including on-reservation and off-reservation court appearances and litigation, including some prosecution in tribal criminal court. In addition, this position requires a working knowledge of the Tribal, State, and Federal Law and Regulations. Research and writing skills are also required.

RESPONSIBILITIES AND DUTIES:

1. 1. Legal research for the Tribe's agencies and businesses and drafting correspondence, memoranda, opinions and resolutions;
2. Researching and proposing draft language for changes to the Tribal Code;
3. Initiate on reservation mental health and alcohol and drug commitment proceedings and voluntary and involuntary treatment actions against persons who require institutional treatment;

4. Perform multifarious constituent services on behalf of Tribal members who walk in needing assistance or are referred by the office of the Tribal Chief or the Tribal Council in such matters that include, but are not limited to: consumer protection; research and advice regarding complicated rules and regulations, e.g. IRS, Social Security, installment contracts, etc.; distribution of small intestate estates;
5. Prosecution of criminal offenders in Tribal Court, representation of the Tribe in Extradition and other preliminary proceedings and coordinating prosecution activities with the United States Attorney's Office;
6. Representation of the Tribe in various civil actions in Tribal, State and Federal Courts;
7. Assist the Attorney General in representing the Tribal Administration in administrative proceedings;
8. Assist the Attorney General in conducting periodic in-service training for Tribal agencies;
9. Review of contracts to be executed by the Tribe;
10. Assist the Attorney General in business, real estate, and contract matters involving Tribal Government Agencies and businesses;
11. Provide advice to and assist other attorneys, paralegals and lay advocates as assigned by the Attorney General;
12. Other duties as assigned.

WORK ENVIRONMENT:

Although principally assigned to office space in the Attorney General's Office building, many duties will be performed in court at the Smith John Justice Complex or other areas as necessary.

QUALIFICATIONS:

1. Minimum qualifications include a four year college degree plus a Juris Doctor (JD) or Master of Legal Letters (LLM) degree from a law school accredited by the American Bar Association and five years of experience practicing law.
2. Applicant must be admitted to practice law in the State of Mississippi, before the State and Federal Courts of Mississippi and eligible for admission to the Choctaw Tribal Court.
3. It is preferred that the applicant has prior experience practicing in Choctaw Tribal Court with a strong background of education and/or experience in the field of Federal Indian Law.

4. Applicants may be required to demonstrate their level of knowledge through an examination.
5. Some travel will be required.
6. Personal transportation, liability insurance, and a valid MS Driver's License is required for this position.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350