



CHOCTAW LEGAL DEFENSE

PHONE (601) 650-7449 / FAX (601) 650-7421

MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6255 / 125 RIVER RIDGE CIRCLE
CHOCTAW, MS 39350

JOB ANNOUNCEMENT # 437009

POSITION TITLE: Staff Attorney

SALARY: Negotiable

OPENING DATE: NOVEMBER 14, 2023 **NOV 14 2023**

CLOSING DATE: ~~DECEMBER 14, 2023~~ OR UNTIL FILLED

SUPERVISOR: Director of Choctaw Legal Defense

JOB LOCATION: Office of Choctaw Legal Defense

SCOPE OF SERVICE AND EFFECT:

The Staff Attorney is responsible for providing legal services in the areas of family law, collection defense, youth court, criminal misdemeanor and felony matters on and off the reservation to tribal members of the Mississippi Band of Choctaw Indians. This position requires a working knowledge of Tribal, State and Federal laws and regulations. Strong research and writing skills are also required. Being team oriented is a must.

RESPONSIBILITIES AND DUTIES:

1. Represents Tribal members in litigation in tribal, state, and federal courts.
2. Drafts and reviews pleadings, interviews clients, and handles various administrative tasks.
3. Other duties as assigned by the Director of Choctaw Legal Defense.

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WORK ENVIRONMENT:

Although principally assigned to office space in the Choctaw Legal Defense Office Building, many duties will be performed at the Choctaw Detention Center, Tribal, State, and Federal courts, and other areas as necessary.

QUALIFICATIONS:

1. Minimum qualification includes a four-year college degree plus a Juris Doctorate (J.D.) or Master of Legal Letters (LLM) degree from a law school accredited by the American Bar Association.
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. A strong background of education and/or experience in the field of Federal Indian Law is preferred.
4. Applicant must be detail oriented, with strong writing skills and ability to communicate well.
5. Two years litigation experience is required, to include a few jury trials.
6. Proficiency in computer systems, word processing, and database programs is required.
7. Writing sample in family law is required.
8. Some travel will be required.
9. Personal transportation, liability insurance, and a valid Mississippi driver's license are required for this position.
10. Being team oriented is preferred.

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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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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