

JOB OPENINGS

POSITION TITLE: Project Attorney
LOCATION: Siletz, Oregon
SALARY: \$36,311 Annually
SUPERVISION: Natural Resources Manager
CLASSIFICATION: Exempt, Full time, Limited duration - This is a three year project. This position has guaranteed funding for 1 year, the second and third year is contingent upon funding.

Serves as developer of Natural Resource ordinances and regulations for use in the Tribal Court System. The position will also include the training of natural resource department and Tribal Committee staff on the newly developed ordinances and regulations.

MINIMUM QUALIFICATIONS:

- < J.D. from an accredited school of law.
- < The incumbent must have a basic understanding of the law and legal process as well as a thorough working knowledge of the procedures necessary to develop ordinances and regulations.
- < Working Knowledge of Indian law, Tribal laws and/or environmental law. Must also have a thorough understanding of proper legal writing grammar, punctuation and spelling in order to produce the necessary legal documents in a form suited for Tribal Court use as well as public distribution and scrutiny.
- < Current membership in a State Bar Association. Applicants will have one year from the date of hire to become a member of the Oregon State Bar Association.
- < Preference will be given to applicants who have legal experience in code and regulation writing, particularly Tribal and environmental ordinances and regulations.
- < Demonstrated organizational skills and ability to work with a high volume of legislative materials.
- < Excellent writing skills, including grammar; clear, concise style; experience with computer word processing.
- < Excellent communication and public speaking skills.
- < Prefer candidate with supervisory experience.
- < Ability to conduct training for department and tribal court staff in a manner that is easily understandable and applicable to staff functions.
- < Ability to work with a wide variety of people and able to communicate effectively and relate to Tribal and community members, staff, Federal, State and local agencies.
- < Conduct research on existing Tribal, State, and Federal statutes and regulations on natural resources, including: hunting, fishing, gathering, land use, water quality, air quality, sacred sites, hazardous waste, solid waste, forest practices, and endangered species.
- < Develop or revise Tribal ordinances and regulations on the above-mentioned subjects as well as for administrative procedures relating to natural resource regulation.

OPENING DATE: 8/10/98
CLOSING DATE: Open Until Filled

POSITION TITLE: Law Clerk (.5 F.T.E)
LOCATION: Siletz, Oregon
SALARY: \$13.06 Per Hour
SUPERVISION: ANA Project Attorney
CLASSIFICATION: Part-time, Non-Exempt Limited duration - This is a three year project. This position has guaranteed funding for 1 year, the second and third year is contingent upon funding.

Serves as legal research assistant to ANA Project Attorney in the development of Natural Resource ordinances and regulations for use in the Tribal Court System.

Law Clerk (continued)

MINIMUM QUALIFICATIONS:

- < Completion of second or third year law school, -OR- a Bachelor's degree in a field related to law (e.g., criminal justice, law enforcement) and demonstrated experience in legal research.
- < Preference will be given to applicants who have coursework and/or experience in Indian and/or environmental law.
- < The incumbent must have a basic understanding of the law and legal process. A background in Indian and/or environmental law is preferred. The incumbent must also have a thorough understanding of proper legal writing grammar, punctuation and spelling in order to produce the necessary legal documents in a form suited for Tribal Court use as well as public distribution and scrutiny.
- < Excellent writing and analytical skills and be able to accurately research a complex array of topics concurrently.
- < Must be able to work independently, meeting objectives without daily supervision.
- < Ability to conduct a substantial amount of research on a complex array of environmental and legal issues for use by ANA Project Attorney in the development of ordinances and regulations.
- < Must be able to conduct independent research and work in a self-directed environment, meeting goals and work objectives set by ANA Project Attorney in a precise and timely manner.
- < Ability to work with a wide variety of people and able to communicate effectively and relate to Tribal and community members, staff, Federal, State and local agencies.

OPENING DATE: 8/10/98
CLOSING DATE: Open Until Filled

POSITION TITLE: Paralegal
LOCATION: Siletz, Oregon
SALARY: \$24,533 annually
SUPERVISION: ANA Project Attorney
CLASSIFICATION: Non-exempt, Full-time, Limited duration - This is a three year project. This position has guaranteed funding for 1 year, the second and third year is contingent upon funding.

Serves as assistant to ANA Project Attorney in the development of Natural Resource ordinances and regulations for use in the Tribal Court System. The position will also include the coordination of code review, development of a training program for staff and Committee members, and research on technical training opportunities for Natural Resource Staff.

MINIMUM QUALIFICATIONS:

- < A two-year Associate's degree in Paralegal or Legal Assistant studies; OR one year of general college courses and a one-year non-degree certification program in Paralegal or Legal Assistant studies; OR a one-year non-degree certification program in Paralegal or Legal Assistant studies and one-year paralegal experience or two years of subparalegal experience (e.g., legal secretarial, administration of laws within a judicial or administrative hearing process); OR two years of paralegal experience; OR three years of subparalegal experience; OR one year of law school; OR a Bachelor's degree in a field related to law (e.g., criminal justice, law enforcement).
- < The incumbent must have a basic understanding of the law and legal process. The incumbent must also have a thorough understanding of proper legal writing grammar, punctuation and spelling in order to produce the necessary legal documents in a form suited for Tribal Court use as well as public distribution and scrutiny.
- < Preference will be given to applicants who have experience in Indian and/or environmental law.
- < Ability to conduct research in environmental and legal issues for use by the ANA Project Attorney in the development of ordinances and regulations.
- < Ability to work with a wide variety of people and able to communicate effectively with Tribal and community members, staff, Federal, State and local agencies.

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