



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Staff Attorney**
SUPERVISOR: Tribal Council and President
LOCATION: William Wildcat Tribal Center
POST DATE: 7/17/2026
CLOSING DATE: Open until filled

General Description: The Staff Attorney serves as legal counsel to the Lac du Flambeau Band of Lake Superior Chippewa Indians by providing timely, accurate, and strategic legal advice to the Tribal Council, Tribal Administration, and Tribal Departments. This position represents the Tribe in Tribal, State, and Federal courts, drafts and reviews legal documents and contracts; advises on governance, employment, regulatory, and program matters; and ensures the Tribe's legal interests are protected while promoting compliance with applicable Tribal, Federal, and State laws. The Staff Attorney performs all duties with respect for the Tribe's culture, sovereignty, and traditions.

Qualifications: Juris Doctor (J.D.) from an American Bar Association (ABA) accredited law school, active state bar license in good standing, and admitted practice in Tribal Court. Core knowledge of Federal Indian Law, and Tribal Codes and Ordinances. Practice cultural sensitivity, and have advocacy and negotiation skills. Minimum of two years' experience in public service law, poverty litigation, indigent defense, or Indian Law. Administrative supervisory experience strongly preferred. Must be admitted to practice in the Western District of Wisconsin, United States District Court or ability to be admitted.

Salary: Negotiable depending on experience.

How to Apply: Submit your application for employment, and [notarized release of information form by the deadline](#). Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description

A. TITLE OF POSITION: Staff Attorney

B. DEPARTMENT: Legal

C. SUPERVISOR'S TITLE: Tribal Council and President

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to serve as legal counsel to the Lac du Flambeau Band of Lake Superior Chippewa Indians by providing timely, accurate, and strategic legal advice to the Tribal Council, Tribal Administration, and Tribal Departments. This position represents the Tribe in Tribal, State, and Federal courts, drafts and reviews legal documents and contracts; advises on governance, employment, regulatory, and program matters; and ensures the Tribe's legal interests are protected while promoting compliance with applicable Tribal Federal, and State laws. Specific responsibilities include but are not limited to:

1. Provide legal counsel and recommendations to the Tribal Council, Tribal President, and Tribal departments on a variety of legal matters.
2. Represent the Tribe in Tribal, State, and Federal courts, administrative proceedings, and other legal forums.
3. Attend Tribal Council meetings as requested and provide legal guidance during meetings.
4. Conduct legal research and prepare written legal opinions, memoranda, and recommendations.
5. Draft, review, negotiate, and finalize contracts, agreements, ordinances, resolutions, policies and other legal documents.
6. Advise Tribal leadership on governance, regulatory compliance, employment law, and risk management matters.
7. Assist the Human Resource Department with employment related legal matters.
8. Provide legal support to the Health and Human Services Department and other tribal programs.
9. Represent the Tribe in Bureau of Indian Affairs (BIA) matters and dispute resolution proceedings.
10. Maintain accurate legal files, records, and documentation.
11. Work collaboratively with Tribal leadership, administration, and program staff to resolve legal issues efficiently.
12. Maintain strict confidentiality of privileged and sensitive Tribal information.
13. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with Tribal Council, Tribal Administration and Tribal Programs.
2. **External:** Occasional contact with community members and various government agencies.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with supervision received from Tribal Council and President.

H. EDUCATION: Juris Doctor from an ABA accredited law school.

I. OTHER QUALIFICATIONS:

Good Standing and Licensure

The Staff Attorney agrees to immediately disclose in writing to the Tribal Council and President the following matters, whether occurring at any time prior to or during the term of employment:

1. Any denial, suspension, or revocation of any professional license.
2. Any investigation or proceeding based on any allegation of a violation of professional ethics or standards, or engagement of activities illegal, immoral, or other misconduct (of any nature or degree), relating to the practice of law or provision of legal services;
3. Any private or public reprimand by any ethics or professional responsibility board or similar entity.
4. Any criminal complaint, indictment, or criminal proceeding in which the Staff Attorney is named as a defendant.
5. Active license to practice law and member in good standing with a state bar.
6. Licensed to practice in Wisconsin or eligible for admission through reciprocity within one year of hire.
7. Admitted, or eligible for admission, to the Lac du Flambeau Tribal Court.
8. Admitted, or eligible for admission within one year, to the United States District Court for the Western District of Wisconsin.

Confidentiality

The Staff Attorney understands and appreciates the confidential nature of the Tribe's work and responsibility. The Staff Attorney shall maintain as confidential all of the information entrusted to it by the Tribe as required by the ethical canons as recognized in the practice of law.

Conflicts of Interest. The Tribe has numerous existing relationships, and it is possible that a situation could arise in which your interests might conflict with those of some other client. In the event that a current or future client relationship creates a potential conflict with respect to your relationship with the Tribe. Tribal Council and President will consult and decide by mutual agreement of the parties as to the best course of action.

J. EXPERIENCE: Minimum of two years' experience in public service law, Indian law, tribal law, indigent defense, poverty law, or a closely related field. Prior litigation and courtroom experience required. Administrative or supervisory experience preferred.

K. SKILLS:

1. Thorough knowledge of Federal Indian Law, Tribal law, Tribal Codes and Ordinances, and applicable State and Federal laws.
2. Strong legal research, analytical, writing, negotiation, and advocacy skills.
3. Ability to prepare legal documents independently and accurately.
4. Excellent oral and written communication skills.
5. Ability to manage multiple priorities while maintaining attention to detail.

6. Proficiency with Microsoft Office and legal research software.
7. Ability to establish and maintain effective working relationships with Tribal leadership, employees, government agencies, and community members.
8. Demonstrated cultural awareness, sensitivity, and respect for the traditions and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians.
9. Must possess ability in a relatively short time to demonstrate knowledge of Indian Law, especially related to jurisdictional issues in Indian Country. Must possess ability to understand, gain knowledge and appreciate the differences working within the Indian Culture. Ability to work with other staff members to handle cases in cooperative and efficient manner. Be familiar with and capable of creating own legal documents and know how to utilize basic computer data-processing programs and procedures.

L. WORKING ENVIRONMENT:

1. Work Conditions: Primarily office environment with occasional travel for court appearances, meetings, and other official Tribal business.

2. Exposure to Hazards: None

3. Physical Requirements: Frequent sitting, computer use, standing, and communication with employees, Tribal officials, and outside agencies.

BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the Staff Attorney to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Criminal background check applicable to the job description. Must submit to and pass a drug test prior to commencing employment and random thereafter.

N. SIGNATURES:

Employee Date

Manager Date

Previously signed
Tribal Administrator Date

Previously signed
Human Resource Director Date