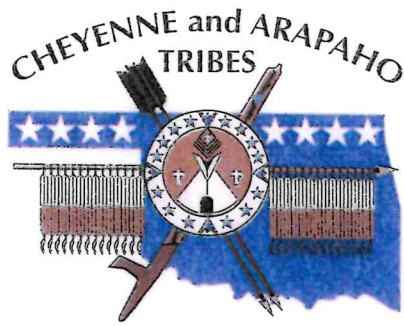


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Legal Counsel
DEPARTMENT: Legislative Administration
LOCATION: Legislative Branch, Concho, OK
ISSUE DATE: May 6, 2022 **CLOSING DATE:** Until Filled

PURPOSE: Under direct supervision of the Speaker of the Legislature, incumbent serves as a part-time legal consultant or the legislative branch.

RESPONSIBILITIES (including but not limited to):

- Assists in drafting of legislation, legislative orders, resolutions, letters and legal memoranda
- Assists in managing and preparing all materials for legislative Regular and Special Sessions
- Drafting legal documents and performs legal research
- Prepares press release and public information articles for publication
- Assisting in the development and implementation of a legislative file classification system
- Maintaining a Tribal Court Docket and Supreme Court Docket as pertains to Legislature
- Preparing of reports of litigation activities relevant to the legislature and submitting documentation to all legislative districts
- Other duties and responsibilities as requested by the members of the Legislature

QUALIFICATIONS:

- J.D. degree from an accredited law school
- Familiarity and experience with tribal law, tribal court and constitutional procedures
- Excellent analytical, writing and speaking skills
- Applicant must have strong interpersonal skills and the ability/willingness to function as a member of the Legislative branch in a number of capacities
- Current Oklahoma State Driver's License

PERFERRED QUALIFICATIONS:

- Experience and/or Education in Native American Legal issues
- Advanced legal research skills and knowledge of Indian Law databases
- Knowledge of Cheyenne-Arapaho Tribes' history, culture and government

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov