

## PAWNEE NATION OF OKLAHOMA

<b>Job Title</b>	<b>Attorney General</b>
<b>Department</b>	<b>District Court</b>
<b>Division</b>	<b>Court</b>
<b>Supervisor</b>	<b>Pawnee Business Council</b>
<b>Program Overview</b>	The Office of Attorney General is responsible for providing legal advice and authorized representation to all officials, divisions, departments, enterprises, and other entities of the Pawnee Nation's government. In addition is responsible in carrying out the duties of prosecutor.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Provide nonpartisan legal advice and representation as needed to the Nation, its officials, divisions, departments, agencies, offices, enterprises, Pawnee Business Council (Council) and its committees, and such other entities as the Nation's Executive Director shall authorize the attorney General to advise and represent.</li> <li>2. Represent the Pawnee Nation (Nation) in all legal proceedings and in other matters that affect the legal interest of the Nation. Promote cooperation and resolution to any potential conflicts or disagreements between the governmental branches provided, however, that such efforts be limited to subjects which the Attorney General is ethically permitted to discuss under ethical standards.</li> <li>3. Responsible for representing the Nation in all criminal prosecution and child dependency proceedings in Tribal Court. The Tribal Prosecutor is also responsible for some representation in federal court, primarily in Habeas Corpus cases, as well as coordination with federal prosecutors in the enforcement of federal law with the jurisdictional boundaries of the Pawnee Nation. Responsible for providing advice to the tribal police and other tribal law enforcement agencies. In state court the Prosecutor's office also represents specific tribal departments in civil and administrative matters pertaining to the Pawnee Nation's Law &amp; Order Code.</li> <li>4. Conduct pre-trial investigations necessary to case preparation, including by not limited to consulting with tribal law enforcement offices, other law enforcement agencies and witnesses.</li> <li>5. Complete legal research and writing necessary to the preparation of complaints, motions, pleadings, and other documents, and follow up on all cases.</li> <li>6. Represent the Nation and its governmental agencies in all legal matters in its dealings and relations outside of the Nation.</li> <li>7. Provide legal advice and recommendations to the Council and its committees to assist them in conducting business.</li> <li>8. Advise the Council and oversee the compilation and adoption of additional laws as, in the Attorney General's opinion, are required for the orderly management of the Nation's affairs and the regulation of persons and activities with the Nation.</li> </ol>

## PAWNEE NATION OF OKLAHOMA

	<p>9. Perform the duties and responsibilities of the office in accordance with the highest standards of legal ethics and the Pawnee Code of Conduct.</p> <p>10. In the Attorney General's discretion, to identify any legal issue that the Attorney General believes is of importance to the well being of the Nation, and to report such issues to the Council, as the Attorney General, in his/her discretion, deems appropriate.</p> <p>11. Provide advice and representation in matters as the Tribal Council requests.</p> <p>12. Advise and train the Pawnee Nation Police, Children's Services (ICW) and other tribal divisions and departments as assigned.</p> <p>13. Represent the Nation's interest while participating in the development and implementation of codes, ordinances, agreements, inter-departmental policies, procedures and protocol.</p> <p>14. Undertake other responsibilities as delegated by the Pawnee Nation Law &amp; Order Code.</p>
<p><b>Educational Requirements</b></p>	<p><u>Minimum:</u> Law Degree from law school accredited by the American Bar Association. Member of Oklahoma Bar Association.</p> <p><u>Preferred:</u> Knowledge of Indian Law.</p>
<p><b>Experience Requirements</b></p>	<p><u>Minimum:</u> At least three years experience in criminal law.</p> <p><u>Preferred:</u> Three years experience as a Prosecutor.</p>
<p><b>Knowledge, Skills, &amp; Abilities</b></p>	<p><u>Communication:</u></p> <ol style="list-style-type: none"> <li>1. Must possess strong administration, public relation, and communication skills;</li> <li>2. Ability to communicate effectively with the Pawnee Business Council, general public and Pawnee tribal members, Pawnee Nation departments and staff;</li> <li>3. Ability to create and present effective speeches and presentations;</li> <li>4. Skilled in the use of business communications (proper spelling/grammar).</li> </ol> <p><u>Miscellaneous:</u></p> <ol style="list-style-type: none"> <li>1. Ability to analyze situations and adopt appropriate courses of action;</li> <li>2. Ability to be persuasive and tactful in controversial situations;</li> <li>3. Must demonstrate strong organizational skills, with the ability to prioritize;</li> <li>4. Ability to meet deadlines, adapt to changing priorities, and work well under pressure;</li> <li>5. Knowledge of applicable federal and tribal laws;</li> <li>6. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds;</li> <li>7. Ability to maintain confidentiality;</li> </ol>

## PAWNEE NATION OF OKLAHOMA

	<p>8. Ability to work reliably and independently without direct supervision;</p> <p>9. Must have a valid Oklahoma drivers' license and be insurable with Pawnee Nation's insurance carrier.</p>
<b>Classification</b>	<p>Contract position. Employment rights are determined under the contract and will be paid by the hour. No leave or health benefits, in accordance with Pawnee Nation Human Resource Policies and Procedures.</p>
<b>Work Environment</b>	<p>There is regular interaction with the public, other agencies, and employees. Tight time constraints and multiple demands from several people are common. Travel may be required for training, meetings, conferences, presentations, and other events.</p>