

## NOTICE OF EMPLOYMENT

**POSITION:** Attorney General - Office of Attorney General  
**EMPLOYER:** Eastern Shoshone Tribe  
**LOCATION:** Ft. Washakie, Wyoming  
**SALARY:** DOE, Benefits eligible after 90 day probationary period  
**OPENING DATE:** February 6, 2017 **CLOSING DATE:** Open Until Filled

The Eastern Shoshone Office of Attorney General is seeking an experienced attorney to serve as Attorney General. The Attorney General provides legal advice, representation, assistance and support to the Eastern Shoshone tribal government, its departments and enterprises.

The job location offers an excellent quality of life including access to incredible outdoor opportunities in the Wind River Mountain range.

### MINIMUM QUALIFICATIONS:

1. Must have a J.D. from an A.B.A. approved law school and be licensed to practice law in any state is required, and expectation is that within one (1) year of hire the applicant will obtain licensure in the state of Wyoming; and
2. Must possess knowledge of tribal, state, and federal law, regulations, and administrative procedures; and
3. Federal Indian law knowledge and experience required; proven record of ability to work directly with tribal governments preferred; and
4. Must have at least seven (7) years legal experience.

This position requires compliance with all Eastern Shoshone Tribe employee policies and regulations. The Eastern Shoshone Tribe is a drug-free workplace.

Indian preference applies. All qualified applicants will be considered.

**PURPOSE:** The Attorney General is responsible for providing legal advice and counsel to the Eastern Shoshone Tribal government, its departments and enterprises; and represents the Eastern Shoshone Tribe in all matters at issue before federal, state and tribal courts. The Attorney General serves as the Director for the Office of Attorney General.

### DUTIES:

Attend frequent Business Council and periodic General Council meetings to provide legal advice and counsel on a variety of legal matters; and  
Establish and maintain effective working relationships with the community, the Business Council, Tribal departments and enterprises; and  
Review grants, contract applications, and other legal documents prior to signing and submission of documents; and  
Draft and review resolutions, policies and procedures, agreements and contracts on behalf of Tribal government, its departments and enterprises;  
Provide legal advice on legal decisions, agency regulations, statutes and treaties that affect Tribal activities; and  
Prepare correspondence, reports, and other documents pertaining to Tribal legal matters; and  
Assists in training Tribal employees in regard to legal aspects of Tribal contracts, regulations and programs; and  
Adhere to Tribal law and other applicable laws, as well as Tribal personnel policies and procedures; and  
Coordinate, direct and manage work completed by outside contract legal counsel; and  
Serve as Director Office of Attorney General and supervise all attorneys and staff within the consistent with the Tribe's personnel policies; and  
The above duties and responsibilities are not all in-inclusive list, but rather a general representation of the duties and responsibilities associated with the position.

**TO APPLY:** Interested applicants should send a cover letter, resume, writing sample, and completed Eastern Shoshone Employment Application to the Human Resources Office, P.O. Box 538, Ft. Washakie, WY 82514. Call (307) 332-2005 for more information and an Employment Application.