

KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMLBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

ASSISTANT TRIBAL ATTORNEY/TRIBAL ASSISTANT PROSECUTOR

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING
DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed Keweenaw Bay Indian Community application
- Current Resume with GPA
- Cover Letter
- Graduate and Undergraduate Transcripts if licensed for less than one (1) year
- Three (3) samples of legal writings
- Minimum of three (3) Letters of Recommendation (Optional)
- If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: **personnel@kbic-nsn.gov**

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

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POSITION ANNOUNCEMENT

POSITION: Assistant Tribal Attorney/Tribal Assistant Prosecutor

LOCATION: Keweenaw Bay Indian Community Tribal Center
16429 Beartown Road
Baraga, Michigan

SUPERVISORY CONTROL: Tribal Attorney

SALARY: Contracted (Negotiable – Dependent on work experience)

QUALIFICATIONS:

- Juris Doctor from an accredited Law School
- Must be a member in good standing of the State Bar of Michigan, or commit to secure membership within one year of employment.
- Eligible for admission to practice before the Federal Bar, or commitment to secure such eligibility.
- General knowledge of law with emphasis on applicable current case law, statutes and regulations relating to Indian tribes. Knowledge of and experience with the operation of court systems. Individuals with experience in Indian law and litigation are preferred.
- Excellent oral and written communication skills, must work effectively with other people at a variety of ages and levels, competency in various computer programs, and able to work independently to get a project completed.
- Must have a valid, unrestricted Driver's License and be insurable to drive fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

VETERAN PREFERENCE: Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (DD214 required).

DUTIES AND RESPONSIBILITIES:

Assist the prosecutor for the Keweenaw Bay Indian Community and perform general in-house duties for the Tribal Council as directed.

Provide legal advice and assistance to the Tribal Council, administrators, program and enterprise directors/managers.

Prepare legal documents.

Conduct legal research and draft memoranda.

Act as agent of the Tribal Council in various transactions.

Provide counsel and representation regarding issues such as: treaty rights, taxation, environmental, employment, Indian gaming and civil regulations.

Represent Tribal Council in court and before quasi-judicial or administrative agencies.

Provides legal counsel and representation on Indian Child Welfare matters.

Maintain and revise the Tribal Code. Draft, review, revise and act as a consultant in regard to legal codes and legislation.

Review and assist in revision of personnel manuals, policies and procedures to ensure compliance with tribal and applicable federal laws.

Review contracts for legal sufficiency.

Advise committees relative to economic and financial development, environmental concerns, employee benefits and employment policies.

Perform other related duties as assigned by the Tribal Attorney.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Date of Distribution: January 7, 2026

Closing Date: January 22, 2026 or Open Until Filled

TERO Approval:

Reviewed for barriers only!

Date:

1.7.2026