

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" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

LEGAL ASSISTANT

One full-time, non-exempt position

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
- ☐ College Transcripts, Certificates, and/or High School Diploma, GED
- ☐ Writing Sample (optional)
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ 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. 4176 or 4140
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.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

JOB TITLE:

LEGAL ASSISTANT

One (1) full-time, non-exempt position

LOCATION:

KBIC Tribal Center
Office of the Tribal Attorney
16429 Beartown Road
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Tribal Attorney

SALARY:

Grade 8 (Minimum starting wage \$20.21/ hr) HSD or Certificate
Grade 9 (Minimum starting wage \$21.33/ hr) Associate's degree
Grade 10 (Minimum starting wage \$23.37/ hr) Bachelor's degree

SUMMARY:

Provides paralegal support to attorneys providing legal advice, assistance, and representation for the Community's government, its enterprises, and affiliated entities.

QUALIFICATION

- Bachelor's degree, Associate's degree, or Certificate in legal studies or a related field is preferred.
- Must have a High School Diploma or equivalent. If applying with a High School Diploma or equivalent, required to have two years of substantive work experience performing essential duties and responsibilities, working a court system, providing support to an attorney, or a combination of these.
- Must have the ability to perform substantive legal work by recognizing, evaluating, organizing, and communicating relevant facts and legal concepts.
- Strong legal research and writing skills, including skills using services like Westlaw and other sources for legal research.
- Knowledge of or ability to learn case management systems to support attorneys.
- General knowledge on the organization of tribal, federal, state, local governments, including the functions of primary departments or agencies within the governments.
- Knowledge in fundamental legal concepts and laws of criminal, civil, and administrative procedure, contracts, and real property preferred.
- Familiarity with federal, and state courts and administrative agencies in connection with filing and retrieval of pleadings, documents and other information, scheduling hearing dates, and to ensure compliance with applicable procedural requirements.
- Proficiency in using Microsoft Office and Adobe Acrobat Pro.
- Typing and computer skills necessary to efficiently produce letters, memos, pleadings, and various other documents; communicate via email; and perform other administrative duties.
- Strong written and verbal communication skills.
- Familiar with legal procedures, protocols, and court systems

Other Requirements

- Must be a notary public or become a notary public within three (3) months of hire.

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- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and a pre-employment physical.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Must have satisfactory results from a fingerprint-based submission through the FBI CJIS database and maintain status.

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

VETERAN PREFERENCE: Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Manages the office and oversees support for attorneys serving the Community's government, enterprises, and affiliated entities.
2. Provides legal support including case intake, legal research, and drafting documents such as pleadings, motions, contracts, proposed ordinances, and correspondence.
3. Analyzes evidence and other information to help attorneys assess factual sufficiency for prosecution, a civil cause of action, or attorney advice on other matters.
4. Manages and improves the case management system, electronic files, and paper records to ensure a complete record of all client matters.
5. Receives and prioritizes client requests for legal services, provides status updates to staff, responds to questions or concerns, and collaborates with attorneys to ensure they have the necessary information and support.
6. Collects, reviews, and organizes documents and electronically stores information for discovery. Ensures all discovery activities comply with applicable laws, regulations, and court orders.
7. Acts as the point of contact with service providers for billing, accounts, training, technical support, and general inquiries.
8. Schedules witness interviews and appointments and arranges for their attendance at court or administrative proceedings.
9. Gathers and files documents with tribal, federal, and state courts or administrative agencies.
10. Communicates with tribal, federal, and state executive, legislative, and judicial support staff.
11. Proofreads documents for errors and ensures they follow style guides, legal citation rules, and court requirements.
12. Creates and maintains office billing and payment records.
13. Distributes correspondence and directs incoming phone calls.
14. Greets visitors, assesses how to address their needs and takes appropriate action to address their needs.
15. Coordinates and makes travel arrangements for attorneys and tribal officials.
16. Coordinates with the Tribal Council Secretary, Administrative Specialist for the President, and other staff on legal documents presented to the Tribal Council, and with obtaining official records of the Tribal Council pertaining to the legal department.
17. Performs other job duties as assigned by supervisor.

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.

Distribution Date: September 25, 2025

Closing Date: October 10, 2025 at 4:00 pm or until filled

TERO Approval: <u>Debra L. Picciano</u> Reviewed for barriers only! Date: <u>9/25/2025</u>
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