

KAWERAK POSITION DESCRIPTION

DEPARTMENT: Administration
JOB TITLE: Staff Attorney
POSITIONS STATUS: Regular Full Time
EXEMPT STATUS: Exempt
PAY SCALE GRADE 19-20-21
REPORTS TO: General Counsel

The Staff Attorney provides legal services to the tribal governments in the Bering Strait region. The position coordinates with and provides advice to Kawerak programs and staff regarding services to Tribal Governments.

SUMMARY OF JOB RESPONSIBILITIES:

- 1) Provide general advice and legal services to the region's tribes in areas such as tribal governance and elections, federal Indian law, contracts, employment and related matters routinely associated with tribal operations.
- 2) Provide advice and legal services to the region's tribes and to Kawerak program staff regarding the Indian Child Welfare Act (ICWA). On a time-available basis, represent tribes in state ICWA proceedings and assist Kawerak program staff with on-going ICWA proceedings.
- 3) Provide advice and legal services to the region's tribes and to Kawerak program staff regarding development and implementation of tribal justice systems, and tribal laws and policies.
- 4) Assist Kawerak and tribes with developing programs and taking actions which support and expand tribal sovereignty and self-governance at the local, state and national level.
- 5) Monitor and analyze legal and political developments affecting tribal government in Alaska, disseminate such information to the tribes, and make appropriate recommendations.
- 6) Compile or develop resource and training materials related to subject areas of job responsibilities, and provide training to the tribes in such subject areas.
- 7) Assist General Counsel with corporate advice and services provided to the Board, Administration, and program staff.
- 8) Other duties as assigned by the General Counsel.

QUALIFICATIONS:

- 1) Law degree from accredited law school. Must be licensed to practice law in the State of Alaska, or able to become licensed in Alaska within six months of employment.
- 2) Working knowledge of Alaska Native legal issues such as ICWA and tribal jurisdiction, preferred.
- 3) Experience in cross-cultural and rural environments preferred.
- 4) Two years active practice as an attorney preferred.
- 5) Must be dependable, self-motivated, and able to work with minimum supervision.
- 6) Must possess basic knowledge and skills in Microsoft Word, Excel, Windows and internet.
- 7) Must possess strong research, writing, and verbal communication skills.
- 8) Must be willing to travel extensively within the Bering Strait Region.
- 9) This position is subject to requirements regarding criminal and civil child protection history established by Kawerak as incorporated from the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10,900-10.990. A background check clearance is required. Kawerak's requirements based on Alaska Barrier Crimes Act requirements apply and must be complied with at all times in order to remain in the position.

Native Preference per PL 93-638.

Approved (5-2-17)