



Confederated Tribes and Bands
of the Yakama Nation

Established by the
Treaty of June 9, 1855

Re: ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY WITH THE YAKAMA NATION OFFICE OF
LEGAL COUNSEL

Dear Prospective Applicant:

The Yakama Nation Office of Legal Counsel (“OLC”) is excited to offer the opportunity to work as in-house legal counsel for the Confederated Tribes and Bands of the Yakama Nation (“Yakama Nation”). Our team of seven staff attorneys provides high quality, cost effective, culturally competent civil legal services to the Yakama Nation Government and its departments and programs at the direction of the Yakama Nation Tribal Council.

OLC’s legal practice is broad in both scope and substance. We litigate in Yakama, federal, state, and local forums, negotiate contracts, develop laws consistent with Tribal Council’s policy direction, facilitate government-to-government consultations, and provide other general civil legal services. Our Staff Attorneys assert and defend the Yakama Nation’s inherent sovereign and Treaty-reserved rights and interests related to fish and wildlife, natural resources, cultural resources, healthcare, employment, taxation, economic development, and land use planning, to name a few.

We are looking for an applicant with a demonstrated interest in advocating for the sovereign rights and interests of original, free, and independent Nations and Peoples. Applicants should be comfortable working in a fast paced and collaborative team environment, and have established legal writing and research skills. Applicants must also be licensed in the State of Washington, or have the ability to become licensed within one year, and be willing and able to work daily from OLC’s offices at the Yakama Agency in Toppenish on the Yakama Reservation. The Yakama Nation is an Indian preference employer.

Applications should include a cover letter, completed application form, 5-7 page writing sample, law school transcripts, and list of at least three professional references. Please send your application materials to both the Yakama Nation Human Resources Department at P.O. Box 151, Toppenish, WA 98948, with a courtesy electronic copy to OLC at jobs@yakamanation-olc.org.

Respectfully,

ETHAN JONES, LEAD ATTORNEY
YAKAMA NATION OFFICE OF LEGAL COUNSEL

Enclosures: Staff Attorney I Job Announcement
Yakama Nation Application for Employment

Post Office Box 151, 401 Fort Road, Toppenish, WA 98948 (509) 865-5121

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-112 **Issue Date:** 05-10-19 **Closing Date:** 05-30-19

Staff Attorney I
Office of Legal Counsel
Hourly Wage: \$46.95-\$53.87/DOQ/Regular/Full-Time

Serves as Legal Counsel to the Yakama Nation Tribal Council and the Yakama Nation Government as a whole, including all departments and programs. Representation includes: assisting Lead Attorney, Staff Attorney III's, and Staff Attorney II's to appear before tribal, state, and federal courts, and other hearing bodies. Services encompass many different subject matter areas without specialization in any particular field other than Federal Indian Law. Dependent upon supervisory approval and the current needs of the office, this position may be suitable for flexible work hours.

Examples of Work Performed:

- Responsible to provide a full range of legal services needed by the Yakama Nation Tribal Council, Tribal Programs and departments, as well as Yakama Nation enterprises as directed and where there is no conflict of interest. Provide legal advice on questions related to federal, state and tribal law, the Treaty of 1855 and Tribal Sovereignty.
- Assists the Lead Attorney, Staff Attorney III's and Staff Attorney II's, to provide legal advice, consultations, and presentations; performs legal research, reviews contracts and other legal documents; drafts memos, resolutions, letters, agreements, codes, contracts, policies, and any necessary pleadings.
- As assigned, serves as co-counsel on cases in Yakama Nation, federal or state courts.
- Researches and analyzes material on recent developments in Indian Law, information is reviewed with Lead Attorney to determine the effect on the Yakama Nation and presented to Tribal leadership.
- Provides any and all other related duties as assigned by the Lead Attorney, Executive Committee, and/or any other Tribal Council Committee.

Knowledge, Skills and Abilities:

- Advanced verbal and written communication skills.
- Ability to research, formulate, and present legal issues, ideas and arguments.
- Ability to prioritize, organize, and manage a caseload in a diligent and productive manner.
- Knowledge of and skill in the use of computers and assorted Apple and related software, including Lexis Nexis.
- Knowledge of Indian law, legal codes, court procedures, precedents, federal/state statutes and regulations, case law, executive orders, and civil procedures.

General Recruiting Indicators:

- Graduate from an accredited law school with a demonstrated interest in Federal Indian law or related fields. Admission in and have good standing to the Washington State Bar (or ability to obtain admission within first year of employment). Submission of cover letter, updated resume, legal writing sample(s) and law school transcript.
- Required to pass a pre-employment drug test.
- Required to pass pre-employment background check.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation tribal driver's permit.

Special Requirements:

- Prefer 1 to 2 years as a practicing attorney, preferably in Indian law.

YAKAMA NATION APPLICATION CHECKLIST



WHEN COMPLETING YOUR APPLICATION BE SURE TO DO THE FOLLOWING:

Complete application, print & sign (this includes application via email or fax)
Print clearly, use Black/Blue Ink.

Make certain all information is legible. If you have a resume, please include a copy.

***Note: Application must be filled out completely.**

If you have a driver's license, please list your number on the application.

ATTACH A COMPLETED SIGN-IN SHEET WITH APPLICATION.
DO NOT WRITE ANY JOB ANNOUNCEMENT NUMBERS ON THE APPLICATION.

MANDATORY ATTACHMENTS:

Proof of all formal education: High School Diploma, GED, College Degrees and transcripts.

Provide your Tribal I.D. (If applicable)

Provide proper documentation for spouse of enrolled member (Copy of spouse's Yakama Nation Enrollment Card), descendant of the Yakama Nation (Letter from Yakama Nation Enrollment Office verifying proof of descendant).

Provide Driver's License/Washington State I.D.

If claiming to be a Veteran, please attach your DD-214.

***Note copies of identification are required. Application will not be accepted without proper identification. NO EXCEPTIONS!**

*****Remember, applications are kept on file for six (6) months. It is YOUR responsibility to keep it updated. **Applications must be received before job deadline to be considered.***

**Contact Human Resources at (509) 865-5121, extension 4387 or 4833
Please submit applications by :**

In person: 401 Fort Road, Room 16, Toppenish, WA 98948

Email: ynapplications@yakama.com

Fax: (509) 865-8777

Mailing: PO Box 151, Toppenish, WA 98948

YAKAMA NATION APPLICATION FOR EMPLOYMENT

Name:		Other Legal Names Used:		Date of Birth:	
Mailing Address:			City:		State: Zip Code:
Last 4 digits of SS No.: XXX-XX-	Email Address:		Phone:		Phone: Alternate:
Valid WA St. Driver's License? Yes <input type="checkbox"/>		Driver License No.:		No <input type="checkbox"/>	

EDUCATIONAL:

	Name	City/State	Dates Attended	Year Graduated	Diploma or Degree received
High School:					
Trade or Business School:					
College:					
Other (GED, training):					

Describe Any Specialized Training, Apprenticeships, Skills, and Other Training Activities: (Include Dates)

List Any Honors That You Have Received:

INDIAN PREFERENCE: Provide proof of eligibility with this application.

A. Tribe: _____ Enrollment No.: _____

B. Enrolled Indian Spouse of a Yakama Enrolled Member. Your Tribe/Enrollment No: _____
Spouses Name/Enrollment No: _____

C. Descendent of an enrolled Yakama Member (*attach proof from YN Enrollment Office*)
Enrolled Members Name/Enrollment No.: _____

D. Spouse of a Yakama Enrolled Member. I am not enrolled with any federally recognized tribe.
Spouse Name/Enrollment No.: _____

MINORS: *Please Provide Copy***** If you are under (18) years of age, must have parent/guardian sign a work permit.

IMMIGRATION: : If selected for employment with the Yakama Nation, you will be required to provide documentation stating you are authorized to work in the United States. Provided: Yes No

VETERAN PREFERENCE: The Yakama Nation recognizes honorable military service.
Please provide a copy of your DD-214 with this application. Provided: Yes No

SELECTIVE SERVICE: Males born after 12/31/59 who are 18 but not yet 26 years old must be registered with Selective Service.
Please provide Selective Service No.: _____

REFERENCES: (Attach letters of reference-optional.)

Name of Reference:	Address	Phone No.:

MISCELLANEOUS: Have you committed any crime or felony that would prevent you from working for the Yakama Nation?
Yes No If yes, provide explanation: _____

*****IMPORTANT ~ PLEASE READ THE FOLLOWING STATEMENT BEFORE SIGNING*****

Information provided in this application is true, correct, and complete. I understand that, if employed, any misinformation or omission of fact pertaining to this application could result in dismissal. I understand that acceptance of an oral offer of employment does not create a contractual obligation and that conditions of employment are pursuant to the Yakama Nation Personnel Policy Manual. I understand that the Yakama Nation is a Drug-Free Work Place and a pre-employment drug and alcohol test is required. I hereby give my permission to the Yakama Nation to conduct a background check, confer with previous/current employers and references, and confirm my education and/or credit background as required.

PLEASE PRINT YOUR FULL NAME:	DATE:
SIGNATURE:	

YAKAMA NATION APPLICATION FOR EMPLOYMENT

Note to Applicant: Application must be filled out completely. Do not put REFER TO RESUME

COMPANY/PROGRAM NAME/ADDRESS:	Phone & Salary:	\$
	Title:	
	Dates of Employment:	
	Supervisor:	

Duties:	Reason for Separation:	

COMPANY/PROGRAM NAME/ADDRESS:	Phone & Salary:	\$
	Title:	
	Dates of Employment:	
	Supervisor:	

Duties:	Reason for Separation:	

COMPANY/PROGRAM NAME/ADDRESS:	Phone & Salary:	\$
	Title:	
	Dates of Employment:	
	Supervisor:	

Duties:	Reason for Separation:	

COMPANY/PROGRAM NAME/ADDRESS:	Phone & Salary:	\$
	Title:	
	Dates of Employment:	
	Supervisor:	

Duties:	Reason for Separation:	

ATTACH ADDITIONAL SHEETS AS NECESSARY FOR WORK EXPERIENCE

WE MAY CONTACT THE EMPLOYERS LISTED ABOVE UNLESS YOU INDICATE OTHERWISE (BELOW):

Do Not Contact:	Reason:

YAKAMA NATION APPLICATION FOR EMPLOYMENT

*****Applications are kept on file for 6 months*****

SUPPLEMENTAL INFORMATION SHEET

NAME: _____ DATE: _____

Please check applicable qualifications:

<input type="checkbox"/>	Spreadsheet (Excel, Access, etc.)	<input type="checkbox"/>	Data Base	
<input type="checkbox"/>	Bookkeeping (Experience Level)	<input type="checkbox"/>	Desk-Top Computer Operation	
<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Writing Skill	
<input type="checkbox"/>	JD Edwards Experience	<input type="checkbox"/>	Typing:	WPM
<input type="checkbox"/>	Transcribing	<input type="checkbox"/>	10-key:	KPM
<input type="checkbox"/>	Communication Skill	<input type="checkbox"/>	Hand Tools	
<input type="checkbox"/>	Supervision	<input type="checkbox"/>	Chainsaw Operation	
<input type="checkbox"/>	Management	<input type="checkbox"/>	Power Hand Tools	
<input type="checkbox"/>	Heavy Equipment Operation	<input type="checkbox"/>	Bi-Lingual	
Please Specify:		Please Specify:		

Provide Copies of the Following:

<input type="checkbox"/>	Driver's License	<input type="checkbox"/>	WA State ID (Only if no Driver's License)
<input type="checkbox"/>	Combination Driver's License	<input type="checkbox"/>	CPR Certified (current)
<input type="checkbox"/>	First Aid Card	<input type="checkbox"/>	Food Handler's Permit (current)

Official Copies of Certificates/Degree's

<input type="checkbox"/>	Associate Degree	<input type="checkbox"/>	Bachelor's Degree
<input type="checkbox"/>	Masters Degree	<input type="checkbox"/>	PHD
<input type="checkbox"/>	Juris Doctorate	<input type="checkbox"/>	Vocational Certificate

Other information that would be helpful to your employment, please be specific: