

Position: *Attorney General*  
Department: Justice Department  
Supervisor: Business Committee  
Supervises:  
FLSA Status: Exempt

### **Position Summary:**

This position is responsible for ensuring that the laws of Sac and Fox Nation are uniformly and adequately enforced. (1) Heads the Department of Justice, which is responsible for providing state legal services and support for local law enforcement in reference to the Sac and Fox Nation for services to Native Americans within tribal jurisdiction; and (2) Acts as chief counsel in state litigation and serves as legal advisor to the Business Committee and agencies representing Sac and Fox Nation. (3) Oversees legal regulations of the Sac and Fox Nation enforcement agencies, including the Police Department and Sheriffs

### **Duties and Responsibilities:**

- Represent Sac and Fox Nation in all legal matters, to protect the interest of Sac and Fox Nation
- Appoint a (an) Assistant Attorney General as the business of the department shall require subject to the advice and consent of the Business Committee. Assistant Attorney General may be delegated such authority and assigned to such tasks within the Department as the Attorney General shall determine.
- Attorney General shall be considered as law enforcement officers of the Sac and Fox Nation, shall receive a commission as such, and upon qualification shall be allowed to carry firearms and have arrest powers to the same extent as police officers.
- All functions of the Department of Justice are vested in the Attorney General except those which are specifically accepted by this Title or other laws or ordinances of the Sac and Fox Nation.
- Delegate from time to time to make such provisions as is considered appropriate authorizing the Department of Justice to execute any function of the Attorney General as provided by the laws of the Sac and Fox Nation.
- Shall give advice and opinion(s) on questions of law when required by the Business Committee
- Shall give advice and opinion(s) to the head of any department or an agency of the Sac and Fox Nation on questions of law arising in the administration of their department or agency.
- Actions by the Attorney General are quasi-judicial and his opinions officially define the law unless a later decision of the Courts of the Sac and Fox Nation is contrary thereto.
- Except as otherwise authorized by law, the conduct of litigation in which the Sac and Fox Nation, an agency or officer thereof is a party is reserved to the Department of Justice, under the direction of the Attorney General.
- Shall conduct and argue suits and appeals in the Supreme Court of the Sac and Fox Nation.
- When in the interest of Sac and Fox Nation the Attorney General may personally conduct and argue any case in the District Court of the Sac and Fox Nation in which the Sac and Fox Nation is interested or he may direct any officer of the Department of Justice to do so.
- Edit and print such opinions as he considers valuable for preservation and may prescribe the manner for the distribution of the opinions.

- The Attorney General will be present at the annual meeting of the Governing Council of the Sac and Fox Nation, and shall report on the business of the Department of Justice for the last preceding year and on any other matters pertaining to the Department that he considers proper
- Shall authorize all requisitions or vouchers for the advance or payment of moneys appropriated for the Department of Justice subject to the same control as is exercised on like accounts by the Sac and Fox Nation accounting department.

**Knowledge, Skills, and Abilities:**

- Ability to interpret written and oral instructions and carry out duties and responsibilities with limited amount of supervision.
- Ability to analyze and interpret complex data, and to develop meaningful reports, charts or graphs reflecting this data for effective presentations.
- Ability to write, or to direct the writing of effective proposals/grants/contracts, etc.
- Full knowledge of federal Regulations.
- Strong knowledge of the English language and its proper use in writing grants and proposals.
- Thorough skill in exercising good judgment; analytical skills; organizing and presenting facts clearly and concisely; and in planning, forecasting and evaluating.
- Ability to work well under pressure of short timeframes.

**Education and Experience**

- Juris Doctor Degree in *Law*, must have passed the Bar Exam, and at least three (5) years of related professional level experience.
- Experience and knowledge with Tribal Law preferred.

**Performance Evaluation**

- Work is reviewed through periodic reports and observation of results achieved.
- Job performance is measured by subjective evaluation of performance factors which include, but are not limited to, the incumbent's ability to exercise sound judgment, discretion, and initiative to carry out the mission of the SFN with efficiency and effectiveness.

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Employee's Signature Date

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Supervisor's Signature Date