

**Summer Law Associate**

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| Department: Office of the Tribal Attorney | Reports to: Tribal Attorney |
| FLSA Status: | Pay Grade: $28/hr + housing & transportation allowance |
| Classification: | Hours of Work: 40 |
| Covered Position:  | Approved/Revised: |

**Job Summary**

KIC’s Summer Law Associate is an Internship program that aims to develop the legal, intellectual, and professional resources of our Tribal community. It will provide additional resources within the office of the Tribal Attorney and support the education and career goals for future attorneys to practice in the area of Tribal and Native Law particularly as it relates to advocacy for Alaska Natives/American Indians and strengthening and protecting Native Sovereignty.

Intern work requires an individual who is self-directed and highly organized. A successful applicant will have strong legal research, and oral and written communication skills that will be utilized both in a professional office setting and in the public. Some work hours may occur outside of the traditional workday and will take place at evening meetings of Tribal Leadership or other related meetings. Direct supervision will be provided by the Tribal Attorney, and may be supported by the Legal Specialist for Programs.

Additionally, at discretion of the Tribal Council and Tribal Attorney, KIC anticipates offering the Summer Law Associate a potential post-graduate opportunity. This opportunity would include a position within KIC’s legal department post-graduation given the Associate commits to a three-year period. Also, KIC would compensate the Associate for their third-year of law school tuition, as well as bar prep and exam expenses.

**Job Duties & Responsibilities**

1. Attend regular meetings with Tribal Attorney to review project progress;

2. Assist, as needed, on the ongoing work for the rural project;

3. Support the fee-to-trust work being done by the Tribal Attorney’s office;

4. Assist in the development, filing, and advancement of 105(l) proposals on Tribal facilities;

5. Provide necessary legal research and writing on a broad spectrum of contractual and legal issues confronting the Tribe;

6. Support and help with the organization on any matter or project currently in the office of the Tribal Attorney on an as needed basis and as assigned by the Tribal Attorney;

7. Other tasks as assigned.

**Minimum Qualifications (Education & Experience)**

• 2nd year law school student from an ABA accredited law school.

• Proof of valid driver's license with a clean driving record (when DL is required for the job).

**Preferred Qualifications (Education & Experience)**

• Some class or extracurricular work in the area of Tribal or Native law.

• Strong legal research and writing skills.

• Basic to intermediate skill level in Microsoft Office Suite, especially Excel and PowerPoint.

• Strong written communication skills.

• Native American/Alaska Native preference applies.

**Necessary Knowledge, Skills & Abilities**

• Strong understanding and sensitivity to American Indian/Alaska Native (AI/AN) Tribal culture and lifestyle, working effectively with AI/AN populations.

• Effective oral and written communication skills with sensitivity to the lifestyles of targeted participants.

• Skills in operating personal computers using a variety of computer software.

• Ability to establish and maintain cooperative working relationships with management, coworkers, and outside contacts.

• Ability to maintain strict confidentiality and comply with all applicable federal and tribal privacy laws and KIC policy (HIPAA, HITECH, etc.).

• Ability to learn and apply program/agency operating policies and procedures.

• Ability to manage multiple priorities and tasks concurrently and meet deadlines.

• Ability to work independently as well as with teams.

**Working Conditions**

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Must be able to work in an office environment in a stationary position the majority of the work day. This position needs to occasionally move about inside the office environment to access office equipment, attend face-to-face meetings on / off site as needed, zoom meetings, teleconference calls, videoconferencing, e-mail, and similar activities, etc. Routinely lifting and carrying items and boxes up to ten (10) pounds.

Large portion of time will be spent in front of computer screen, researching and reviewing various documents for final disposition to internal / external customers. Writing by hand and using a personal computer. Traveling occasionally, to out-of-town meetings and functions.

**Conditions of Hire**

May be required to possess and maintain a valid driver's license or capable of obtaining one, as

well as be insurable by KIC’s company insurance.

KIC complies with the Drug-Free Workplace Act of 1988, which states that employees shall not

manufacture, distribute, dispense, possess, use, or be under the influence of drugs or alcohol and

must pass a pre-employment and subsequent random drug and alcohol screening to be eligible

for and maintain employment.

KIC has several positions that must comply with the P.L. 101-630 Indian Child Protection and

Family Violence Protection Act (ICPA); all employment offers in the "covered" classification are

conditional until KIC has received a Federal criminal background check verifying eligibility to work

in these programs.

This Job Description describes the essential duties and qualifications. It is not an exhaustive statement of all the job duties, responsibilities, or qualifications; management has the exclusive right to alter or add to this Job Description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as assigned.