



POSITION ANNOUNCEMENT – LEGISLATIVE LEGAL ASSISTANT

**Crow Tribe of Indians
Legislative Branch of Government
Crow Agency, Montana 59022
Crow Indian Reservation**

The Crow Tribal Legislature is seeking applicants for the position of legal assistant position. Interested applicants must provide a job application along with each of the following:

1. Resume (education, work history, licenses and certifications)
2. Letter of interest (2pages or less); and
3. Cover Letter

The Legal assistant shall provide a broad range of routine legal, technical and administrative support services to the Legislative Branch Office of the Legal Counsel to support the Crow Legislative Branch. The Legal Assistant shall perform paralegal work in conformance with proper protocols of State, Federal and Tribal rules and regulations and Laws. The Legal Assistant shall assist in routine aspects of legal and/or factual research; Crow Law and Order Code, codification development, analysis, and drafting of legal documents. Must be proficient in Computers with database and Spreadsheet. The Legal Assistant shall not provide legal advice to the Office of the Legislative Legal Counsel. The Legal Assistant may provide advice only through written documentation of licensed Legislative Attorney opinion. Indian and Crow Tribal preference shall apply.

All materials should be addressed to the Crow Tribal Legislature at the following address:

**Legislative Branch of Government
Crow Tribe of Indians
P.O. Box 309
Crow Agency, MT 59022**

Job applications will be accepted until the position is filled. The Legislature is seeking to fill the position as soon as practical.