

Sisseton-Wahpeton Oyate

Job Description

Job Title: Attorney/Tax Director

Location: Tax Department

Supervisor: Tribal Vice-Chairperson

Duties and Responsibilities:

- 1) Review all Tribal tax and business license laws and regulations for needed revisions to strengthen Tribal sovereignty and promote greater efficiency in tax remittance payments. Draft ordinances, resolutions and other laws and coordinate with the Tax Commission, Tribal programs and Tribal Council for the enactment of the ordinances.
- 2) Maintain and organize a Tribal tax remittance program to provide continuous financial tax support to Tribal programs and to enforce, monitor and collect Tribal taxes. Track tax remittances and report to the Tax Commission, Vice-chairperson and Tribal Council as requested. Provide Tribal training to Tribal Program staff as needed to ensure tax reporting compliance.
- 3) Conduct tax feasibility studies to determine structure, legality, potential revenues that may be generated from new taxes that the Tribe may impose and maintain.
- 4) Prepare monthly agenda items for the Tax Commission meetings and report to the Tax Commission on Tribal tax issues.
- 5) Plan, organize, manage and prepare conference documents for Regional Tribal Tax Conferences as requested by the Vice-chairperson.
- 6) Supervise three staff persons: Data Entry/Clerk; Compliance Officer; and Administrative Assistant.

Vice-Chairman's Initials: 

- 7) Supervise the Compliance Officer's submission of on-line and other Tribal tax remittances on a monthly basis to the States of South Dakota and North Dakota.
- 8) Ensure all Tribal programs submit their fuel tax receipts and logs in order to get the federal and state tax on fuel purchased by the Tribal and put in Tribal vehicles.
- 9) Will be required to travel as needed to satisfactorily fulfill the duties and responsibilities.


Qualifications:

- 1) Must have 2 to 4 years or more experience working for or with Tribal governments.
- 2) Demonstrated competency in the practice of Federal Indian law and contracting with and for Tribal programs and entities.
- 3) Be familiar with Sisseton Wahpeton Oyate codes, ordinances and laws.

Education:

- 1) Juris Doctorate Degree from an accredited law school required, with business administration experience.
- 2) Must have valid driver's license and vehicle insurance.
- 3) The Indian Preference provisions of the SWO Personnel Policies shall apply to this position.

Salary: DOE

Approved  Date 9-15-22