



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – DEPUTY ATTORNEY GENERAL

Reports To: Attorney General

Department: Administration

Status: Exempt

Salary Range: DOE

SUMMARY AND SCOPE:

The position of Deputy Attorney General shall be responsible for protecting all Tribal sovereignty and for providing legal advice and representation to all Tribal officials, agencies, departments, and branches of Picayune Rancheria of the Chukchansi Indians. The Deputy Attorney General will defend the integrity of the Tribe. The Deputy Attorney General is prohibited from offering individual legal advice or representing individual Tribal Members, but instead serves to protect the rights of all members of the Tribe by administering fair and impartial justice. Maintains confidentiality of all Tribal information.

PRIMARY RESPONSIBILITIES:

- Prepares Motions, Resolutions, and Ordinances.
- Prepares and reviews contracts, agreements, leases, rights of way and similar documents to promote legal interests of the Tribe.
- Provides legal advice on the rights, obligations, and privileges of the Tribe.
- Reviews federal legislation, federal regulations, constitutions, statutes, decisions, and ordinances applicable to Tribal government.
- Examines legal data and conducts research on assigned legal matters; drafts legal memoranda's summarizing results and legal conclusions.
- Represents the Tribe in court hearings; represents departmental directors and supervisors in personnel grievance hearings.
- Negotiates contracts, purchases and other agreements promoting the best legal and financial interests of the Tribe.
- Maintains professional and technical knowledge by conducting research; reviews case histories and rulings; attends workshops, conferences, and seminars; establishes networks; confers with representatives of contracting agencies and related organizations.
- Maintains documentation and confidentiality of all Tribal information.
- Contributes to a team effort.
- Familiarity with the Tribe's Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.

- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to translate complex legal issues and requirements into understandable terms for easy dissemination across the organization.
- Ability to work irregular hours, as needed.
- Must be people-oriented and relate well to individuals from diverse backgrounds.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in trainings, leadership development, and other events.
- Must be able to work independently.
- Ability to perform all duties and responsibilities of this position adequately and successfully.
- Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

- J.D. Degree from an ABA accredited law school.
- Must have a valid license to practice law in the State of California and be a member in good standing of the State Bar of California.
- At least five (5) years of law practice experience with a law firm, legal department, non- profit, or legal services organization.
- At least three (3) years of experience in Indian law, which includes trial practice, government and municipal law, civil rights, land use, corporate and business law, gaming law, real estate law, tax law, and civil legal services is preferred.
- At least three (3) years of experience with Tribal business entity formation and regulation is preferred.
- Must be free of any conviction by any state or the United States for a crime punishable by imprisonment for a term of one (1) year, or more, or by any foreign government for a crime which would be punishable by imprisonment for a term of one year, or more, if committed in California, or must have been pardoned for such offense, or have had a conviction for offense overturned, or reversed by a court of competent jurisdiction.
- Must be available evenings, weekends, and holidays if needed.
- Must possess a valid State-issued Driver's License and motor vehicle insurance.
- Must be able to pass in-depth background check and drug test.

APPLICATION PROCESS:

- If you are interested in this position, please submit the following:
- Completed Application
- Cover Letter and Resume
- Documentation of completion of Education
- If claiming Tribal Preference, please provide proof of Tribal Identification

- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)