THE HOOPA VALLEY TRIBE IS NOW HIRING!!!!

Associate Tribal Attorney

Associate Attorney: Office of Tribal Attorney. Regular, Full-time. Salary: $85,000/ Annually, DOE. The Associate Attorney is responsible to provide advice, negotiation, research, representation, drafting, interpretations, and opinions on all legal matters without limitation as requested by Tribal Administration, Tribal Programs, and Enterprises. Will work closely with the Tribe's Legal Team and other attorneys with whom the Tribe has contracted for specific additional legal representation. Conducts civil lawsuits, drafts and/or draws up legal documents, and advises the Hoopa Valley Tribal Council, Departments and its Entities as to legal rights, including other duties as assigned by the Hoopa Valley Tribal Council, Chairman, or his designee. Associate Tribal Attorney does not provide legal services to individual Tribal Members, except upon the express resolution of the Hoopa Valley Tribal Council when representation of the individual involves significant tribal government interests.

MINIMUM QUALIFICATIONS

- Must be a graduate of an A.B.A. approved Law School; Juris Doctor (JD) Degree. Must be licensed to practice law in California and be able to obtain admission to the Hoopa Tribal Court Bar. One to five (1-5) years of experience practicing law, Indian law, or other governmental law preferred.
- Respectful, courteous, and friendly to the public, other tribal employees, and tribal leaders. A team player who helps the Senior Attorney and Tribal Council meet their goals. Takes initiative to meet work objectives. Effective communications with the public and other tribal employees. Gets along with co-workers and managers. Demonstrates honesty and ethical behavior.
- Knowledge of Microsoft Word, Acrobat, Word Processing software, Excel Spreadsheet software and basic understanding of Legal filing applications.
- Establish and maintain effective working relations with the Tribal Council, Tribal Departments and/their Entities, Committees, Community, and outside resources with firmness, tact, and impartiality;
- Prepare and present effective oral and written informative material related to the activities of the Hoopa Valley Tribal Council. This will include technical writing and presentations to diverse audiences;
- Ability to analyze complex problems and situations and to propose quick, effective, and reasonable courses of action;
- Ability to organize information (maintain organized files, notes, and records) and be able to organize, and plan multiple tasks and projects.

DEADLINE TO APPLY: February 18th,2026

HVT Application Requirements: To be considered for a HVT position, applicants must submit the following verification: 1) A complete HVT Employment Application (a resume is optional but alone does not meet this requirement). 2) Official or unofficial transcripts from an accredited college or university verifying required education, if applicable. 3) Tribal verification must be attached if requesting Indian Preference. Incomplete applications will not be considered. For more information, job descriptions, or applications, please contact HVT Human Resource Department at (530) 625-9200 or by email at hrrecuitment@hoopa-nsn.gov. The Hoopa Valley Tribe Drug & Alcohol Policy and TERO Ordinance apply to all employment hires