Salt River Pima-Maricopa Indian Community

General Counsel

SALARY	$212,222.00 - $318,340.00 Annually	**LOCATION**	Scottsdale, AZ
JOB TYPE	Full-Time	**JOB NUMBER**	100220-250903
DEPARTMENT	General Counsel	**OPENING DATE**	09/03/2025
CLOSING DATE	10/5/2025 11:59 PM Arizona		

Definition

Definition: Under the administrative direction of the Community Council, serves as the chief legal advisor, representative and counselor to the Salt River Pima-Maricopa Indian Community (SRPMIC or Community) government, including all departments, divisions, enterprises and other entities. Ensures that applicable laws are followed so that tribal sovereignty is protected and enhanced. Provides assistance to avoid or prevent legal disputes and litigation and protects the Community's legal interests. Supervises, administers, and oversees all legal services for the Community. **This is treated as an FLSA exempt job class.**

Essential Functions: (Essential functions may vary and may include the following tasks, knowledge, skills, abilities, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by the position in this classification).

Examples of Tasks

Performs and/or delegates and oversees the following for all departments, divisions, enterprises and other entities of the Salt River Pima-Maricopa Indian Community, unless otherwise stated.

1. Acts as general counsel; coordinates, directs, and oversees all legal services; keeps proper records of all legal work performed. Attends all Council meetings, attends certain enterprise board meetings and provides regular reports on legal issues relevant to the Community and its enterprises. Reviews, drafts and prepares legal documents, including but not limited to, contracts, legal memoranda, motions and court decision, laws, ordinances, regulations, policies, position papers, correspondence and executive summaries.

2. Acts as director of the Office of General Counsel. Provides general legal services to the Community; reviews legal issues that arise in the day-to-day operations. Provides advice and counsel to the SRPMIC Council, boards, commissions and management of enterprises on legal matters affecting SRPMIC. Provides legal advice and representation on legal matters which include but are not limited to: economic development, allotted and tribal lands, natural resources, water, cultural resources, civil and criminal law, administrative matters, education, ICWA, health and welfare, gaming, taxation, and employment law (personnel issues).

3. Retains outside counsel as necessary or prudent. Monitors legal work assigned to outside counsel, maintains active communication with such counsel in order to prevent duplication of effort and to assure the most effective resolution of problems; keeps the Community apprised of the nature of outside counsel's representation.

4. Manages and provides general direction to the Community's Office of General Counsel, including but not limited to the evaluation of the performance of, the Deputy General Counsel, other attorneys, and non-attorney staff in the office.

5. Develops budget requests and prepares financial plans to monitor and maintain the operating budget for the Office of General Counsel including the budget for outside legal counsel.

6. Advises and assists the Prosecutors' and Defense Advocate's Office and the Legal Services Office (such tasks shall not involve adversary work, but rather shall consist of administration, organization, training, and analysis of legal questions.)

7. Advises and assists the Community Court.

8. Assists and advises Social Services and Child Protective Services in successfully interfacing with the Courts, Police Department, and Prosecutors and Defense Office so as to obtain the best outcome for children.

9. Accepts responsibility for the administration of, and represents, the Community's interests in Indian Child Welfare cases.

10. Represents SRPMIC on committees, at conferences or other external meetings related to the various interests of the Community.

11. Performs other job related duties as assigned by the SRPMIC Tribal Council.

Knowledge, Skills, Abilities and other Characteristics:

- Knowledge of SRPMIC code of ordinances, policies, Tribal, State and Federal laws.
- Knowledge of Indian law.
- Knowledge of legal research methods, legal research software, use of databases, legal principles and their applications.
- Knowledge of case law appropriate to the issues and cases being prepared.
- Knowledge of principles and practices of legal profession.
- Knowledge of SRPMIC ordinances, policies, regulations and rules relating to SRPMC and its entities.
- Knowledge of federal, state and local political issues.
- Knowledge of effective supervision and management techniques.
- Knowledge of the history and customs of the SRPMIC.

- Skill in work management.
- Skill in effective supervision and management of staff.
- Skill in applying and interpreting statutes, ordinances and other laws, rules, regulations and policies as they pertain to legal issues presented for review.
- Skill in oral and written communication.
- Skills in establishing and maintaining effective work relationships with subordinate staff, Community administrators, department directors, Community Council members, staff and other members of the Community as well as outside entities.
- Skills in providing both the day-to-day management of the Office of General Counsel and also establishing and achieving long term management goals.

- Skill in working with tribal government and American Indian tribes and communities.

- Ability to perform legal research and writing.
- Ability to analyze difficult and complex legal problems and apply legal principles and precedents.
- Ability to present statements of fact, law and argument clearly and logically, in both written and oral form.
- Ability to communicate orally, and in writing, with administrative staff, community members, department directors, Council, members of the general public, outside entities, and co-workers.
- Ability to use a computer effectively.
- Ability to produce written documents with clearly organized thoughts in a timely manner.

Minimum Qualifications

Education & Experience: Bachelor's degree and graduate of an accredited law school, with a minimum of seven (7) years of experience practicing law which included some experience in at least three or more of the following areas: federal Indian law, employment law, commercial transactions, gaming law, leasing, and planning and zoning, A minimum of 3 years of supervisory experience and some experience/familiarity with executive, legislative, and judicial functions of tribal government is also required.

Equivalency: Any equivalent combination of education and/or experience that would allow the candidate to satisfactorily perform the duties of this position, will be considered.

Underfill Eligibility: An enrolled Community Member whom closely qualifies for the minimum qualifications for a position may be considered for employment under SRPMIC Policy 2-19, Underfill.

Special Requirements

- Must be a member in good standing of a State Bar, preferably the Arizona State Bar, and must be eligible to be or admitted to practice in Federal District Court. Must have no outstanding contempt citation from any court. If not licensed and certified by the Arizona State Bar as of the date of hiring, employment shall be conditioned on successful completion and passing of the Arizona State Bar exam within one (1) year of the date of hire.
- Must attend a minimum of 15 hours annual continuing legal education as related to job and approved by supervisor.
- This position may be expected to work evenings and weekends as needed and is not subject to a standard work schedule.
- Must devote full time to the duties of the office and shall not directly or indirectly engage in the private practice of law or in an occupation conflicting with such duties.

Prior to hire as an employee, applicants will be subject to drug and alcohol testing. Will be required to pass a pre-employment background/fingerprint check.

"SRPMIC is an Equal Opportunity/Affirmative Action Employer" Preference will be given to a qualified: Community Member Veteran, Community Member, Spouse of Community Member, qualified Native American, and then other qualified candidate.

In order to obtain preference, the following is required: 1) Qualified Community Member Veteran (DD-214) will be required at the time of application submission 2) Qualified Community Member (must provide Tribal I.D at time of application submission),3) Spouse of a Community Member (Marriage License/certificate and spouse Tribal ID or CIB is required at time of application submission), and 4) Native American (Tribal ID or CIB required at time of application submission).

Documents may be submitted by one of the following methods:

1) attach to application
2) fax (480) 362-5860
3) mail or hand deliver to Human Resources.
Documentation must be received by position closing date.

The IHS/BIA Form-4432 is not accepted.
Your Tribal ID/CIB must be submitted to HR-Recruitment-Two Waters.

Employer
Salt River Pima-Maricopa Indian Community

Address
10005 E Osborn Road

Scottsdale, Arizona, 85256

Phone
480-362-7925
480-362-7925

Website
http://www.srpmic-nsn.gov/employment