

Job Title: Tribal Senior Attorney
Department: Office of Tribal Attorney
Reports To: Tribal Chairman, Hoopa Valley Tribal Council
FLSA Status: Exempt
Prepared By: Human Resources Program
Prepared Date: June 25, 2019
Approved By:
Approved Date:



SUMMARY:

Conducts criminal lawsuits, drafts legal documents, advises the Hoopa Valley Tribe, Tribal departments and its subordinate entities as to legal rights and practices, other phases of law performing the following duties: Administers and supervises the Office of Tribal Attorney. Advises and assist the Hoopa Valley Tribal Council, its various departments and entities in allocating its legal resources, and provides oversight of retained outside counsel. Provides a wide range of legal services to the Hoopa Valley Tribe, including without limitation advice, negotiation, drafting, research lobbying, representation in litigation and administrative proceedings and other duties as assigned by the Hoopa Valley Tribal Council. Senior Tribal Attorney does not provide legal services or advice to individual Tribal members, except upon resolution of the Hoopa Valley Tribal Council, when representation of the individual involves significant Tribal government interest.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Gathers evidence in civil, and other cases to formulate a defense or to initiate legal action.

Conducts research, interviews clients and witnesses, handles other details in preparation for trial.

Prepares legal briefings, develops strategy, arguments, and testimony in preparation of case.

Represents the Hoopa Valley Tribe in court, and before quasi-judicial or administrative agencies of county, state and federal government.

Advises the Hoopa Valley Tribal Council, departments of the Hoopa Valley Tribe and subordinate entities, concerning transactions of business involving internal affairs, directors, officers and Tribal relations with general public and other Tribal, county, state, and federal governments and their various agencies.

Interprets laws, rulings, and regulations for the Hoopa Valley Tribal Council, departments of the Hoopa Valley Tribe and subordinate entities.

Confers with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings.

Prepares business contracts, settles labor disputes, and administers other legal matters for the Hoopa Valley Tribe.

Attends Hoopa Valley Tribal Council meetings, on an as-needed basis and requests specific Hoopa Valley Tribal Council action on an as-needed basis.

Conducts discussions and negotiations with various State and Federal governmental agencies including, among others, Department of the Interior, Department of Justice, Bureau of Indian Affairs, Indian Health Service, United State Attorney, National Indian Gaming Commission and State Attorney General.

Conducts himself/herself in a professionally responsible manner in accordance with the Hoopa Valley Tribal Professional Ethics Code for Spokespersons and attorneys, and the Professional Responsibility Code of California.

SUPERVISORY RESPONSIBILITIES

Directly supervises two subordinate staff members in the Office of Tribal Attorney. Carries out supervisory responsibilities in accordance with the Hoopa Valley Tribe's organizational policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising work performance; rewarding and disciplining employees; addressing complaints and resolving problems.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to the public, other tribal employees and tribal leaders. A team player who helps the Tribal Council meet its objectives. Take initiative to meet work objectives. Effective communications with the public and other tribal employees. Get along with co-workers and managers. Demonstrates honesty and ethical behavior.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Juris Doctorate (J.D.) or Doctor of Jurisprudence degree; five to ten years related experience in Indian Law and/or training; or, equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Member in good standing of any state bar; California Bar Membership (highly desired) or willing to obtain California Bar membership within one year of hire. Admitted to all federal district courts in California and the Ninth Circuit Court of Appeals. Must have a valid CA Driver's License, or be able to obtain within 10 days of employment if applicant possesses a valid out-of-state driver's license, and insurable under the Tribe's Motor Vehicle Operator Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; sit and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing these duties, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually low to moderate.

CONFIDENTIALITY

Confidentiality is an absolute must in every position of the Hoopa Valley Tribe and is cause for immediate termination if not followed to the highest standard. All employees are required to sign a confidentiality agreement (non-disclosure) upon date of hire.

CONDITIONS OF EMPLOYMENT

Employee will be subject to a ninety (90) day introductory period from the date of hire, and on an annual basis thereafter.

Employee will be subject to a successful employment background check in accordance with Title 30A, Hoopa Valley Tribal Council Employment Background Check Policy.

Indian Preference will be given in accordance with Title 13, T.E.R.O. Ordinance of the Hoopa Valley Tribe.

Employee is subject to Title 21, Drug & Alcohol Policy of the Hoopa Valley Tribe.

ACKNOWLEDGMENTS The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Printed Name

Employee Signature

Date

Supervisor/Manager Signature

Date