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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## **Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## **Vacancy Announcement**

**Title:** General Counsel

**Reports to:** Tribal Chairman

**Location:** Happy Camp

**Salary:** \$80,000-\$120,000, \* Housing available

**Classification:** Full Time, Exempt, Non Entry Level

**Summary:** Under the general supervision of the Tribal Chairman the General Counsel will provide legal and policy advice to the Tribal Council and Tribal Departments regarding advancement and defense of the Tribe's sovereignty. General Counsel shall oversee the creation and development of the tribal legal department, supervise all staff within the department, and provide oversight for all legal partnerships with the Tribe.



## **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** General Counsel

**Reports To:** Tribal Chairman

**Location:** Happy Camp

**Salary:** \$80,000-\$120,000

**Classification:** Full Time, Exempt, Non-Entry Level

**Summary:** Under the general supervision of the Tribal Chairman the General Counsel will provide legal and policy advice to the Tribal Council and Tribal Departments regarding advancement and defense of the Tribe's sovereignty. General Counsel shall oversee the creation and development of the tribal legal department, supervise all staff within the department, and provide oversight for all legal partnerships with the Tribe.

**Responsibilities:**

1. Oversee the creation and continued development of the tribal legal department to advise on a range of legal and policy matters affecting the Karuk Tribe.
2. Supervise all staff within the legal department and oversee all external legal partnerships with the Tribe including those with outside counsel, pro bono counsel, and universities.
3. Provides legal advice, counsel and assistance to the Tribal Council and departments in relation to their duties and the operation of the Tribe and its programs, projects and services.
4. Assists Departments and Council in negotiation, drafting, and enforcement of contracts, agreements, and other documents as assigned.
5. Assists Human Resources Department in drafting and provides legal opinions concerning personnel policies and procedures.
6. Review and develop internal policies and procedures in collaboration with the Department Directors.
7. Drafts appropriate tribal law, policy, and procedure that assist in the implementation of the Tribe's self-governance objectives.
8. Assists in the development of the Tribe's legislative and legal strategies on federal, state, and local matters.
9. Provides opinions on drafts, documents, and policies, and attend meetings involving legal and policy matters that affect the Tribe.

10. Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of a case.
11. Represents the Tribe and its entities in court and administrative hearings as assigned.
12. Shall consistently provide monthly reports to the Tribal Council.
13. Be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
14. Be polite and maintain a priority system in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Desire and ability to support and advocate for Tribal rights.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to understand and follow oral and written instructions.
6. Maintains a professional appearance.

**Requirements:**

1. Juris Doctorate degree from an accredited law school.
2. Must be State bar licensed attorney and admission to California State Bar within six (6) months following commencement of employment.
3. Five years' experience as a practicing attorney working as an attorney for a Tribe, or five years relevant experience working in the area of Native American or Federal Indian law.
4. Excellent written and oral skills.
5. Must adhere to confidentiality policies.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: Approved 7/2/2015, Approved 8/11/2015, Approved 8/3/17**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_