

## **VIEJAS OFFICE OF THE ATTORNEY GENERAL – STAFF ATTORNEY**

The Office of the Attorney General for the Viejas Band of Kumeyaay Indians is currently seeking a full-time Staff Attorney. Under the direction of the Attorney General and the Viejas Tribal Council, the Staff Attorney will render legal services to the Viejas Tribal Government and Viejas Enterprises, including reviewing and preparing legal documents, assisting in the codification of tribal ordinances, resolutions, and policies, attending various Viejas Tribal Government and committee meetings, managing land into trust matters, advising client constituents within the Viejas Tribal Government and Viejas Enterprises as to legal rights, and performing such other duties as assigned.

### **Background**

The Viejas Band of Kumeyaay Indians is a sovereign government recognized by the United States Government as having governmental jurisdiction over its land and tribal members. Tribal governments have autonomy, and are not subject to state jurisdiction, based on their inherent sovereignty - they were governing their lands prior to founding of the United States, treaties with the federal government and the U.S. Constitution. Like other federally recognized tribal governments throughout the United States, the Viejas Band has a "trust" relationship with the federal government, and interacts with the federal, state and local governments on a government-to-government basis.

The Viejas Band has become one of the nation's most respected gaming tribes for its entrepreneurial success and political advocacy of economic sovereignty and for the example it has set for tribal government businesses throughout the nation. Viejas Enterprises includes the following tribal government business ventures: Viejas Casino & Resort, Viejas Outlets, Viejas Entertainment & Production (VE&P), Ma Tar Awa RV Park and Alpine Springs RV Park.

Located just off Interstate 8 and 35 minutes east of downtown San Diego, Viejas Casino & Resort features 2,500 Class III slot machines and Class II gaming devices, 37 table games, bingo and off-track wagering along with all the amenities of a first class resort. Due to continued market demand, the property recently opened a new hotel tower featuring 109 elegantly appointed rooms, additional gaming floor space, and approximately 50,000 square feet of meeting, pre-function and outdoor event space to be utilized for a variety of corporate, social or entertainment related events. The casino resort now has a total of 237 guest rooms, including 35 luxury suites in two hotel towers. The hotel is recipient of the prestigious AAA Four Diamond Award, and the resort also features a AAA Four Diamond fine dining restaurant in The Grove Steakhouse.

## Education/ Certification

- J.D. from an accredited law school.
- Currently admitted to practice law in the State of California (preferred) or another jurisdiction (note: successful admission to California State Bar within two years of employment may be required)
- Member in good standing of the State Bar of California or another jurisdiction and must not have had his/her license or admission to practice suspended or revoked in any state or tribal jurisdiction.
- Must maintain a valid driver's license with good driving record.

## Experience

- Admitted to practice law for at least **3 years** with demonstrated broad-based legal experience providing legal counsel and assistance to organizational clients.
- Demonstrated experience working on complex legal projects with little or no direct supervision.
- Demonstrated experience practicing law in a Tribal government environment preferred, including experience drafting laws and policies specific to Tribal governments, organizations and reservations.
- Demonstrated experience providing general legal services to businesses, including compliance, employment, intellectual property, and contract negotiation.
- Demonstrated experience managing litigation matters through completion, including directing outside legal consultants.

## Applied Knowledge and Skills

- Must be able to work flexible hours, including evenings and weekends, when necessary or as directed.
- Must be able to travel between tribal facilities and outside the state for meetings, trainings and conferences.
- Must be able to successfully complete and pass a comprehensive background investigation and drug screening.
- Must have never been convicted of any felony or misdemeanor crime involving theft, fraud or dishonesty.
- Must be a self-starter with the ability to work well independently or in a team-oriented environment.
- Must have strong analytical skills.
- Proficient in the interpretation of legal documents.
- Strong research and writing

- Proficient in general computer skills and applications, including Microsoft Windows, Office, and Westlaw.
- Working knowledge of Workshare, Drafting Assistant and Case Notebook preferred.
- Possess exceptional verbal and written communication skills.
- Ability to comprehend and abide by Tribal, federal and other relevant laws, codes and regulations.
- Ability to maintain strict confidentiality.
- Ability to use discretion and problem solving methods in the course of conflict management.
- Ability to organize and maintain electronic and physical files.
- Ability to multi-task in a fast-paced environment with capacity to change priorities quickly.
- Ability to efficiently organize and effectively present information in individual and group settings.

Interested applications should email a resume to [careers@viejas.com](mailto:careers@viejas.com).