



## Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill, PO BOX 2226 Oakhurst, CA 93644 (559) 412-5590

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### POSITION DESCRIPTION – Attorney

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Reports To: Tribal Council

Status: Exempt

Department: Legal

Salary Range: DOE

#### Summary & Scope of Position:

The tribal attorney serves as an in-house legal advisor, representative, and counselor. Ensures the adherence to applicable laws to protect and enhance tribal sovereignty, to avoid or prevent expensive legal disputes and litigation, and to protect the legal interests of the Picayune Rancheria of Chukchansi Indians (PRCI) tribal government. Maintains confidentiality of all privileged information.

#### Primary Responsibilities:

- Advises and represents the PRCI in contract matters, relations with the United States Government and federal agencies, relations with state and local governments and agencies.
- Appears before and responds to federal and state legislative committees, litigation in federal, state, municipal or tribal courts on behalf of the PRCI.
- Coordinates legal work and activities; maintains comprehensive records of projects.
- Attends PRCI Council meetings, entities board meetings, and other meetings as directed to provide reports on relevant legal issues.
- Provides general legal services to programs and departments; reviews legal issues that arise in the day-to-day operations.
- Provides legal advice and representation on relevant legal matters which include but are not limited to economic development, gaming, taxation, tribal lands, natural resources, environmental resources, cultural resources, civil and criminal law, administrative matters, health and welfare issues, and employment law.
- Maintains active communication with outside counsel as needed to prevent duplication of effort and to assure an effective resolution of problems.
- Reviews legal documents, including but not limited to court decisions, proposed legislation, rules, regulations, and pending legislation to protect the PRCI's interests.
- Drafts legal documents, ordinances, regulations, policies, procedures, position papers, legal memoranda, correspondence, and executive summaries.
- May be assigned to work with various PRCI Boards and Committees on issues of concern, attend meetings, or other external meetings as directed.
- Performs other duties as assigned.

#### Employment Qualifications:

- J. D. Degree from an ABA accredited or State-Bar registered law school.
- One or more years of law practice experience with a law firm, legal department, non-profit, or legal services organization; and
- a working knowledge of Federal Indian Law; and
- a current license to practice law in the State of California.
- At least 2-3 years practicing law.

Other Requirements:

1. Must possess a valid State-issued Driver's License and insurance
2. Must be able to pass in-depth background check
3. Must pass drug test

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(1), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

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(Approval Signature)

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(Date)

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(Employee Signature)

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(Date)