



RENO-SPARKS INDIAN COLONY
★ HUMAN RESOURCES

34 Reservation Road, Reno, NV 89502
Phone: (775) 785-1303 • Fax: (775) 785-8778

Reno-Sparks Indian Colony:

Title: Staff Attorney
Department: Tribal Chairman's Office
FLSA: Exempt
Status: Regular, Full-time (Monday – Friday; 8:00 a.m. – 5:00 p.m.) Attendance at monthly, evening Tribal Council meetings and other sessions in Reno and Hungry Valley.
FLSA: Exempt

Approved By: _____ Date: _____

Approved By: _____ Date: _____

Employee Signature: _____

Employee Printed Name: _____ Date: _____

Position Summary: The Staff Attorney works under the direction and supervision of the Senior Staff Attorney to provide legal counsel and representation to the RSIC Tribal Chairman, Tribal Council and staff on legal and quasi-legal matters as directed by the Senior Staff Attorney.

Duties:

- Prepares and renders legal opinions concerning the RSIC, its functions, jurisdiction, procedures, and policies and performs the necessary legal research to support these opinions;
- Create a searchable data base of RSIC ordinances, laws, resolutions, and other RSIC documents, and assist in the development of an RSIC recorder's office;
- Provides legal assistance in the drafting of documents, ordinances, rules, regulations, applications of diverse kind, and other legal or quasi-legal papers
- Write, review, and approve vendor and consultant agreements;
- Research and prepares legal analysis and legislation proposed by the RSIC for presentation to the Nevada State Legislature and/or the United States Congress;
- Regularly attend and provide legal counsel at meetings of the Tribal Council, ad hoc committee meetings and other sessions, conferences, or related functions;
- Provides regular, monthly report to the Tribal Council, verbally and in writing, as requested; and
- Performs other duties as assigned.

Minimum Qualifications:

- Graduation from an accredited school of law with a Doctorate of Law degree at time of hire;
- Must submit Admission to the Nevada State Bar after two (2) years from date of hire and the RSIC will cover all expenses and any additional CLE that are needed;
- Minimum of two (2) years of professional experience in private or public sector law practice, preferably involving tribal government;
- Experience in analyzing and drafting policies, procedures, ordinances/statutes, and regulations;
- Experience and capability in the preparation and review of contracts and/or other legal documents as evidenced by pre-employment submission of work product;
- General knowledge of Tribal law, Federal Law, and Nevada law regulations and statutes applicable to job duties;



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- Ability to perform advanced computer functions, particularly word processing skills;
- Ability to successfully communicate in English, both verbally and in writing;
- Appreciation and respect for the tribal culture and practices, preferably with experience relating thereto; and
- Eligibility for participation in the RSIC Vehicle Insurance Program.

PLEASE NOTE: Hiring preference will be given to qualified tribal members of Reno-Sparks Indian Colony followed by members of other federally recognized tribes.

The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre employment drug screen, criminal background check, and confirmation of professional references and certifications.