

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#18-135	June 4, 2018	Open Until Filled
POSITION TITLE AND DEPARTMENT		SALARY
Assistant Attorney General Office of the Attorney General		DOE

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (exempt)
- Applicant must have a valid driver's license with proof of good driving record for the past three (3) years.
- Applicants must provide two professional references.
- Applicants must submit a sample of applicant's legal writing skills. *NOTE: Applicant must submit a copy of the sample with application.*
- Applicant will be subject to a local/Tribal, State and Federal background check.
- Applicant must possess a membership of a State Bar Association and is a member or eligible for membership in the San Carlos Apache Tribal Bar Association; and must certify under oath and/or under penalty of perjury that the attorney has no ethical conflicts of interest which would disqualify the attorney from performing the tasks and duties of this position
- Applicant must pass a criminal background investigation through local, state and federal criminal records and must sign all applicable pre-employment certification and documents. Applicant must have no felony convictions; No misdemeanor arrests/convictions within the past twelve (12) months, i.e. Any misdemeanor offenses involving crimes of violence, sexual assault, molestation, exploitation, or prostitution, crimes against persons or offenses committed against children. Not have been convicted of a misdemeanor crime of domestic violence, not have been convicted of a crime involving a child, a sex crime, or a drug felony. No DUI arrests/convictions for the past three (3) years. Failure to reveal arrest records may be grounds for not hiring or termination after hiring.
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

### DUTIES AND RESPONSIBILITIES:

As the Assistant Attorney General under the supervision of the Tribal Attorney General, the Assistant Attorney General will prepare and review contracts, agreements, leases, rights of way and similar documents in order to promote the legal interests of the San Carlos Apache Tribe. Prepare drafts and presents Resolutions and Ordinances to the Tribal Council, provides legal advice and services on legal rights, obligations and privileges of the tribe. Reviews federal legislation, federal regulations, constitutional provisions, statutes, and case law decisions. Examines legal data and conducts research on assigned legal matters, and drafts legal memoranda; summarizing results and legal conclusions. Represents the tribe in agreements promoting the best legal and financial interests of the tribe. Appear in and represent the Tribe in federal, state and tribal courts. Maintain professional and technical knowledge by conducting appropriate research, review case histories and rulings, attend workshops, conferences and

seminars. Establishes networks, confers with representatives of contracting agencies and related organization. Maintains documentation and confidentiality of all privileged information. Contributes to a team effort and perform other job related duties as assigned.

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## QUALIFICATION REQUIREMENTS:

### Basic Requirements:

Successful completion of a course of study in accredited law school leading to a Juris Doctor Degree recognized as adequate to meet the qualification for admission to the practice of law in the State of Arizona. **NOTE: Applicant must submit a copy of all transcripts and/or degrees to meet positive education requirements.**

In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.

Specialized experience is experience as an in-house counsel for a government or nonprofit organization or a closely related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of the San Carlos Apache Tribe's culture, customs and traditions.
2. Knowledge of the economic, education, health and social problems of Native Americans.
3. Knowledge of applicable tribal, federal, state and county laws, regulations and requirements.
4. Ability to operate various word-processing, spreadsheets and database software programs.
5. Ability to gather, analyzing and organizing information.
6. Ability to prepare, review, analyze and interpret complex legal documents and publications.
7. Ability to maintain professionalism and a strict standard of confidentiality.
8. Ability to work effectively under pressure.
9. Ability to provide superior customer service for both internal and external customers.
10. Ability to exercise independent judgment and negotiate legal actions.
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Ability to establish and maintain effective working relationships with other employees and the general public.
13. Ability to work independently, meeting strict time lines and work extended hours and various work schedules.
14. Ability to travel within the interior and exterior boundaries of the San Carlos Apache Tribe.

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## OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of the Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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## HUMAN RESOURCE OFFICE CLEARANCE:

/s/Deidre Antonio  
Human Resources Specialist

June 4, 2018  
Date

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Deidre Antonio  
HR Specialist

Human Resources Department  
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