



Job Title: Assistant General Counsel

Location:	DDC - Sahuarita, AZ	Job Code:	000106
Shift:	Any	Pay Rate:	D.O.E.
Category:	Legal	Type of Position:	Full-Time

JOB DESCRIPTION:

Position Summary:

Under the general direction of the General Counsel, the Assistant General Counsel provides legal counsel, advice, and representation to the Gaming Enterprise on a diverse range of issues, including, but not limited to: federal, state, and tribal gaming regulatory compliance; employment law; vendor contracting; federal, state, and tribal liquor regulatory compliance; tort claims; and loss prevention. In addition to providing legal advice, the Assistant General Counsel will provide policy guidance to employees of the Gaming Enterprise, will assist in finding solutions to legal/business problems, and will assist in developing business strategies to address business and regulatory objectives and policy. This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Under the general supervision of the General Counsel, the Assistant General Counsel's duties will include:
- Preparing, reviewing, negotiating, and revising contracts with vendors to the Gaming Enterprise;
- Advising management on employment matters, including EEOC, FLSA, FMLA, OSHA, NLRB, and TERO;
- Advising management on gaming regulatory matters, including IGRA, the Arizona Gaming Compact and its regulatory appendices, Minimum Internal Control Standards, and Title 31;
- Advising management on issues of Federal Indian law, including civil and criminal jurisdictional issues;
- Representing the Gaming Enterprise in civil litigation and regulatory proceedings;
- Preparing legal and technical correspondence for senior management;
- Drafting policies and procedures for gaming regulatory and employment matters;
- Assisting outside counsel in preparing the defense of tort claims, including investigating claims, drafting discovery responses, reviewing and/or drafting pleadings, etc.;
- Researching legal issues applicable to the Gaming Enterprise's business, writing legal memoranda analyzing those issues, and recommending action to address the issues;
- Drafting, revising, and/or commenting on ordinances, regulations, policies and position papers;
- Working with Arizona Department of Gaming and the Tohono O'odham Gaming Office personnel on matters of regulatory compliance;
- Assisting in the development and implementation of the Gaming Enterprise's regulatory compliance program, advising the Gaming Enterprise's compliance department, developing compliance training and educational materials and/or programs, and providing compliance training to employees of the Gaming Enterprise;
- Providing preventive law counseling to management and employees; and
- Performing other duties as required.

JOB REQUIREMENTS:

Minimum Qualification:

Graduate of an ABA accredited law school with a Juris Doctor degree, or its equivalent, and admitted to the State Bar of Arizona or the bar of another state. If not admitted to the State Bar of Arizona, must be willing and able to take and pass the Arizona Bar within one year of employment and to become licensed to practice in the state and federal courts in Arizona. If not admitted to practice before the Judicial Court of the Tohono O'odham Nation, must be willing and able to become admitted to the practice before the Judicial Court of the Tohono O'odham Nation. Must be in good standing in every jurisdiction in which currently or formerly admitted to practice law. Three to five years of relevant legal experience in the areas of gaming law, civil litigation, business and contract law, employment law, and/or Federal Indian law. No convictions for a crime of moral turpitude. Must be able to successfully pass a pre-employment drug/alcohol screening and background investigation, and to obtain and maintain a gaming license.

Knowledge, Abilities, Skills, and Certifications:

- Must have excellent written and oral communication skills in the English language;
- Must be able to exercise discretion, independent judgment, and independent thought, often under significant time pressure, with limited supervision, and with deadlines and/or priorities that may often change;
- Must be able to organize and prioritize multiple pending matters and to work effectively in a multi-tasking environment;
- Must be able to work constructively under stress/pressure;
- Must be able to analyze difficult and complex legal issues, conduct appropriate legal research, formulate cogent and creative strategies for solving problems, and provide sound legal and business advice to management;
- Must be able to draft well-structured, complete and concise correspondence, reports, research memoranda, contracts, pleadings, motions, legal memoranda, and legal briefs;
- Must be able to analyze, organize, and compile factual and legal data in a clear and logical manner;
- Must have negotiation, presentation, and technical skills sufficient to present a credible and professional appearance before internal and external audiences;
- Must be able to communicate and instruct others, using technical or non-technical language, as appropriate to the circumstances, to provide legal counsel and explanations to those for whom the subject matter is unfamiliar and/or difficult to understand;
- Must be able to handle sensitive matters in a confidential manner;
- Must be able to use a personal computer for word processing, spreadsheets, and email;
- Must be able to work evenings and weekends, as needed to provide effective legal support in a 24 x 7 x 365 environment;
- Must be available to travel out-of-town on occasion; and
- Must be able to foster a cooperative work environment.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Some work is performed in a casino setting with exposure to second-hand smoke and a high noise level. Evening, graveyard, holiday and/or weekend work may be required. Extended hours and irregular shifts may be required.