



HOOPA VALLEY TRIBAL COUNCIL JOB DESCRIPTION

Job Title: Associate Tribal Attorney
Department: Tribal Administration
Supervisor: Tribal Chairman or Designee
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 02/15/2019
Approved By: Human Resources
Approved Date: 02/15/2019
Salary Level: DOE
Location: Tribal Administrative Offices

Summary

The Associate Attorney is responsible to provide advice, negotiation, research, representation, drafting, interpretations, and opinions on all legal matters without limitation as requested by Tribal Administration, Tribal Programs, and Enterprises. Will work closely with the Tribe's Legal Team and other attorneys with whom the Tribe has contracted for specific additional legal representation. Conducts civil lawsuits, drafts and/or draws up legal documents, and advises the Hoopa Valley Tribal Council, Departments and its Entities as to legal rights, including other duties as assigned by the Hoopa Valley Tribal Council, Chairman, or his designee. Associate Tribal Attorney does not provide legal services to individual Tribal Members, except upon the express resolution of the Hoopa Valley Tribal Council when representation of the individual involves significant tribal government interests.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Advises and represents Tribal Government, Tribal Administration, Tribal Enterprises, and the Tribal Programs in matters of federal, state, and local governments and agencies.

Represents the Tribe in litigation in federal, state, and tribal courts as requested.

Represents the Tribe in all negotiations as requested.

Reviews grants, contract applications, documents and presents interpretations on legal content prior to signing and submission of documents as requested or directed by Tribal Council or direct Supervisor.

Gathers evidence in civil and other cases to formulate defense or to initiate legal action.

Conducts research, interviews clients and witnesses and handles other details in preparation for trial.

Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case.

Represent the Hoopa Valley Tribe and the Hoopa Valley Tribal Council in court and before quasi-judicial or administrative agencies of government.

Confers with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings.

Advises the Hoopa Valley Tribal Council, departments, and entities of the Hoopa Valley Tribal Council concerning transactions of business involving internal affairs, directors, officers, and tribal relations with general public and other government, i.e., local, state and federal.

Reviews pertinent decisions, policies, regulations, and other legal matters pertaining to cases.

Correlates findings and prepares case.

Drafts and reviews resolutions, policies, procedures, agreements and contracts, etc. on behalf of the Hoopa Valley Tribal Council as requested.

Gives advice on legal decisions, agency regulations, statutes and treaties that affect Tribal activities as requested by the designated supervisor.

Prepares business contracts, and administers other legal matters as assigned by the designated supervisor.

Attends the Hoopa Valley Tribal Council meetings on an as-needed basis and requests specific Tribal Council action on an as-needed basis.

Occasionally travels on matters pertaining to the Hoopa Valley Tribe.

Conducts discussions and negotiations with various State and Federal Government Agencies including among others; Department of the Interior, Department of Justice, Bureau of Indian Affairs, Indian Health Service, United State Attorney, National Indian Gaming Commission and State Attorney General.

Conducts themselves in a professional responsible manner in accordance with the Hoopa Valley Tribe's Professional Ethics Code for Spokespersons and Attorneys, and the Professional Responsibility Code of California.

Ability to check, analyze workload/caseload to determine effectiveness and determine future needs.

Behavior Standards

Respectful, courteous, and friendly to the public , other tribal employees and tribal leaders. A team player who helps the Tribal Council meets its objectives. Takes initiative to meet work objectives. Effective communications with the public and other tribal employees. Gets along with co-workers and managers. Demonstrates honesty and ethical behavior.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must be a graduate of an A.B.A. approved Law School; Juris Doctor (JD) Degree. Must be licensed to practice law in California or be able to obtain the California Bar License within a twelve-month period, and Hoopa Valley Tribal Court Bar. One to five (1-5) years experience practicing law, Indian law, or other governmental law preferred.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word, Acrobat, Word Processing software and Excel Spreadsheet software.

Certificates, Licenses, Registrations

Graduate of an A.B.A. approved Law School, California Bar Association Member preferred, or able to obtain the California Bar License within a twelve-month period, if not already admitted. Admitted or eligible for admission to the Hoopa Valley Tribal Court and Federal District Courts in California and the Ninth Circuit Court of Appeals. Must have a valid California Drivers License, or obtain one within 10 days of employment if applicant possesses a valid out-of-state drivers license, and have a safe driving records in accordance with the Hoopa Valley Tribe's Motor Vehicle Operator's Policy.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment/Conditions The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work Conditions may include periods of time, dexterity of hands and fingers to operate a computer Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Other Skills and Abilities

Any combination of experience and training that would provide the required knowledge and abilities. This would include:

1. Establish and maintain effective working relations with the Tribal Council, Tribal Departments and/their Entities, Committees, Community, and outside resources with firmness, tact, and impartiality;
2. Prepare and present effective oral and written informative material related to the activities of the Hoopa Valley Tribal Council. This will include technical writing and presentations to diverse audiences;
3. Ability to analyze complex problems and situations and to propose quick, effective and reasonable courses of action;
4. Ability to organize information (maintain organized files, notes, and records) and be able to organize, and plan multiple tasks and projects;

- 5. Maintain personal integrity and cultural sensitivity; and
- 6. Ability to check, analyze workload/caseload to determine effectiveness and determine future needs.

Acknowledgements The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

_____ ACKNOWLEDGED:
Supervisor / Manager Signature

Date _____ ACKNOWLEDGED:
Employee Signature

Date _____ PRINT: Employee Name