ASSISTANT GENERAL COUNSEL

Description:

Position Summary
Under the general supervision of the in-house General Counsel, the Assistant General Counsel is a key member of the Pueblo’s legal team. The Assistant General Counsel’s responsibilities will cover a variety of legal matters that would typically confront a tribal general counsel’s office, including: providing a diverse range of legal advice to the Pueblo and its economic enterprises, performing high level legal research and analysis in various areas of law and policy, and serving as the primary legal contact for the Pueblo’s enterprises on contract matters, subject to the direction and oversight of the General Counsel. A background in Indian law is required, without exception.

Supervision Exercised
Reports to the in-house General Counsel of the Pueblo of Sandia.

Major Duties and Responsibilities
The duties and responsibilities listed below are intended only as illustrations of the various types of duties and responsibilities that may be required. The omission of specific statements of duties does not exclude them from the position if the work or required expertise is similar, related or a logical assignment.

1. Provide legal advice, counsel and assistance to the Pueblo of Sandia, including its governmental and business entities, in relation to their duties and the operation of the Pueblo and its programs, projects, services, and commercial enterprises.
2. Provide a broad range of legal services in matters such as, but not limited to, contract law, gaming, employment law, administrative law, tribal jurisdiction, environmental and water law, and taxation.
3. Work cooperatively with directors, managers, and staff on a broad range of issues concerning the Pueblo’s legal rights and interests.
5. Research and interpret issues, statutes, ordinances, resolutions and other laws.
7. Collaborate on the development of legal strategy in litigation and administrative proceedings, in coordination with the General Counsel and outside legal counsel.
8. Prepare comments on proposed federal and state legislation and regulations.

Secondary Duties and Responsibilities
1. Work efficiently and effectively with other Pueblo departments to achieve the policy objectives of the Pueblo.
2. Perform other duties as deemed necessary.

Knowledge, Skills and Abilities
1. Strong and demonstrated initiative, good judgment, creativity, and work ethic.
2. Strong interpersonal skills, including the ability to work well collegially.
3. Demonstrated willingness to accept unusual and challenging assignments and an ability to identify successful strategies to obtain a desired result.
4. Highly independent and organized and able to manage a significant number of active matters simultaneously.
5. Thorough knowledge of and commitment to professional ethics, particularly those rules that relate to the representation of governments.
Requirements:

**Required Minimum Qualifications, Education and Experience**

1. Juris Doctor degree from an ABA accredited law school.
2. Working knowledge of federal Indian law, New Mexico law, and other relevant Federal and state regulations and policies that apply to tribal communities.
3. Demonstrated competency in the practice of Indian law and contracting with Tribes and tribal commercial enterprises.
4. Ability to provide general legal services in a broad array of legal practice areas.
5. Highly independent and organized and able to manage a significant number of active matters simultaneously.
6. Thorough knowledge of and commitment to professional ethics, particularly those rules that relate to the representation of governments.
7. Excellent references with substantial personal knowledge of applicant's legal abilities.
8. Experience working for or with tribal governments, law firm specializing in tribal law, or graduate of an Indian law program.

**Licensing Status**

1. Must be a member in good standing and licensed to practice law in the State of New Mexico with five (5) years of progressively responsible experience in the practice of Indian law, preferably in a public agency setting.
2. Must be able to successfully pass a stringent background investigation.
3. Will require a post-offer, pre-employment and random drug screening.

**Working Conditions**

1. Work is normally performed in a typical interior/office work environment.
2. Work hours are 8:00 am to 5:00 pm, Monday through Friday (except observed holidays).
3. This position is not eligible for remote work or telecommute, or alternative work schedules.
4. No or very limited physical effort required.
5. No or very limited exposure to physical risk.

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