

Attorney – Government

Under the primary direction of the Managing Attorney, Government, the successful candidate for this entry level position in the San Manuel Legal Department will provide legal advisory services to the Tribe on emerging issues related to the Tribal government and its economic development ventures, in a broad array of areas as directed and supervised by the Managing Attorney, Government, with oversight by the Vice President, Associate General Counsel, Government.

Essential Duties & Responsibilities

1. Assists in counseling all levels of leadership, management, and staff in diverse areas related to the Tribal government and its economic development operations, including in the areas of education, cultural resources, Tribal Court infrastructure, intergovernmental relations, legislation, political matters, administrative rule-making, gaming law developments, strategic philanthropy, family services, physical security and safety, fire protection, emergency management, governance, regulatory compliance matters, intellectual property, and other legal issues as directed and supervised by the Managing Attorney, Government, with oversight by the Vice President, Associate General Counsel, Government. Provides legal support and advice to the Tribal education, cultural resources, public safety, public affairs, fire, family services, and grants departments, and other departments as directed by the Managing Attorney, Government.
2. Analyzes and drafts Tribal laws, regulations, and policies. Prepares legal documents related to Tribal entity governance, including resolutions, by-laws, meeting minutes, and other organizational documents.
3. Provides recommendations to Tribal leadership and enterprise executives to minimize legal/financial exposure of the Tribal government and its economic development enterprises. Assures best practices and timely updates to address emerging legal and operational issues related to the Tribal government and its economic development enterprises. Assists in due diligence in various transactions and in thinking through strategic and tactical decisions with various departments and enterprises.
4. Advises on proposed and existing legislation, and participates in drafting proposed state and federal legislation. Addresses Tribal, federal, and state regulatory agency requirements. Assists in participating in state and national attorney work groups on matters related to federal Indian law issues, including legislative and litigation matters.
5. Performs other duties as assigned to support the efficient operation of the Legal Department.

Education/experience

- Juris Doctor Degree from an American Bar Association accredited law school required.
- Must be a member in good standing of the State Bar of California.
- Minimum of one (1) year of legal work experience is preferred.
- Experience working as an attorney at a law firm providing services to tribal clients or in a tribal government legal department is highly preferred.

- Equivalent combination of education and progressive, relevant, and direct experience may be considered in lieu of the minimum experience requirements indicated above.

Certificates/Licenses/Registrations

- At the discretion of the San Manuel Tribal Gaming Commission, you may be required to obtain and maintain a gaming license.
- As a condition of employment with the San Manuel Band of Mission Indians Legal Department, incumbents are required to undergo and successfully pass pre-employment and annual post-employment background investigation including, but not limited to, Live-Scan fingerprinting, drug screening and criminal history background check.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.