



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93644

Phone (559) 412-5590 – Fax (559) 666-3321

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### **JOB DESCRIPTION – ATTORNEY GENERAL**

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**Reports To:** Tribal Council

**Department:** Administration

**Status:** Exempt

**Salary Range:** DOE

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#### **SUMMARY & SCOPE OF POSITION:**

The position of Attorney General shall be responsible for protecting all Tribal assets, defending the integrity of the Tribe, assisting and advising all Tribal entities in their pursuit of progress on behalf of Tribal members, and managing and providing legal services and representation to the Tribe, the Tribal Council, the Tribal Government, and its Tribal Entities. The Attorney General is prohibited from offering legal advice or representing private individual members, but instead serves to protect the rights of all members of the Tribe administering fair and impartial justice. Maintains confidentiality of all privileged information.

#### **PRIMARY DUTIES and/or RESPONSIBILITIES:**

- Advises and represents the PRCI in contract matters, relations with the United States Government and federal agencies, relations with state and local governments and agencies.
- Appears before and responds to federal and state legislative committees, litigation in federal, state, municipal or tribal courts on behalf of the PRCI.
- Coordinates legal work and activities; maintains comprehensive records of projects.
- Attends PRCI Council meetings, entities board meetings, and other meetings as directed to provide reports on relevant legal issues.
- Provides general legal services to programs and departments; reviews legal issues that arise in the day-to-day operations.
- Provides legal advice and representation on relevant legal matters which include but are not limited to economic development, gaming, taxation, tribal lands, natural resources, environmental resources, cultural resources, civil and criminal law, administrative matters, health and welfare issues, and employment law.
- Maintains active communication with outside counsel as needed to prevent duplication of effort and to assure an effective resolution of problems.
- Reviews legal documents, including but not limited to court decisions, proposed legislation, rules, regulations, and pending legislation to protect the PRCI's interests.
- Drafts legal documents, ordinances, regulations, policies, procedures, position papers, legal memoranda, correspondence, and executive summaries.



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- May be assigned to work with various PRCI Boards and Committees on issues of concern, attend meetings, or other external meetings as directed.
- Performs other duties as assigned.

### **QUALIFICATIONS / REQUIREMENTS:**

- J.D. Degree from an ABA accredited or State-Bar registered law school.
- Must have a valid attorney license to practice law in the State of California and be a member of good standing of the State Bar of California.
- At least five (5) years of law practice experience with a law firm, legal department, non-profit, or legal services organization.
- At least three (3) years of working responsible legal experience in Indian law, which includes trial practice, government and municipal law, civil rights, land use, corporate and business law, gaming law, real estate law, tax law, and civil legal services is preferred.
- At least three (3) years of experience with Tribal business entity formation and regulation is preferred.
- Must be free of any conviction by any state or the United States for a crime punishable by imprisonment in a penitentiary for a term of one (1) year, or more, or by any foreign government for a crime which would be punishable by imprisonment for a term of one year, or more, if committed in California, or must have been pardoned for such offense, or have had a conviction for offense overturned, or reversed by a court of competent jurisdiction.
- Must be available evenings, weekends, and holidays if needed.
- Must possess a valid State-issued Driver's License and insurance.
- Must be able to pass in-depth background check and drug test.

### **OTHER SKILLS and/or ABILITIES:**

- Familiarity with the Tribe's Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to translate complex legal issues and requirements into understandable terms for easy dissemination across the organization.
- Ability to work odd and irregular hours, as needed.
- Must be people-oriented and relate well to people from diverse backgrounds.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required trainings, leadership development, and other events.
- Must be able to work independently on an operational level.



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- Ability to adequately and successfully perform all duties and responsibilities of this position.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Must be able to multitask and complete tasks as given.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is required to frequently stand, walk, sit, bend, twist, talk, and hear. There are prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with vendors and staff. The employee must be able to access and navigate each department at the organization's facilities.

### **MENTAL DEMANDS:**

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

### **PRCI TRIBAL PREFERENCE:**

For purposes of hiring, promotions, transfers, and training all candidates must possess the "minimum qualifications" as stated in the job description or job announcement. Minimum qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record, and physical skills (where applicable). Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training, and hiring. First, enrolled Tribal Members who meet the minimum qualifications shall not be denied [an interview] if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled tribal members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however, if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate. If more than one person at the same preference level meets the minimum qualifications, the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe. Accordingly, when preparing job



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descriptions or job announcements care should be taken to establish qualifications that fit the desired needs of the position.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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Employee Signature

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Date

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Approver Signature

\_\_\_\_\_  
Date