



SENIOR TRIBAL ATTORNEY

The Hoopa Valley Tribe, a federally recognized Indian Tribe located in Hoopa, CA, seeks an attorney to fill the position of Senior Tribal Attorney. The successful candidate will serve in the Office of Tribal Attorney and will provide a broad range of legal services to the Hoopa Valley Tribal Council, Tribal Chairperson, and tribal departments and entities. Major responsibilities include: tribal policy development, legal research and drafting, reviewing business contracts and facilitating economic development efforts, representing the Tribe in civil and administrative proceedings, conducting negotiations with state and federal agencies, and other duties as assigned.

Salary: \$120,000 to \$160,000 depending on experience.

Minimum Qualifications:

- ❖ At least four (4) years of experience practicing Federal Indian Law or providing legal services to Tribal Governments.
- ❖ J.D. degree and member in good standing of any State Bar. California State Bar membership is highly preferred.
- ❖ Outstanding writing, research, communication, and organizational skills.
- ❖ Experience in developing tribal policies and ordinances, reviewing commercial contracts, and handling employment law matters is highly preferred.
- ❖ Must possess a valid CA Driver's License (or able to obtain within 10 days of hire) and be insurable.
- ❖ Preference will be given to qualified Native American Indian applicants.
- ❖ This is not a remote position, but hybrid arrangements may be considered on a case-by-case basis.

Deadline to Apply: Position is open until filled.

Submit application form, cover letter, resume, and writing sample to:

Dori Marshall (HR Coordinator): dori.marshall@hoopainsurance.com

Application form can be downloaded at: <https://www.hoopa-nsn.gov/tribal-jobs/>

If you have any questions, please call Dori Marshall at (530) 625-9200 ext. 23

The Tribe's Alcohol and Drug Policy and TERO Ordinance apply.





HOOPA VALLEY TRIBAL COUNCIL JOB DESCRIPTION

Job Title: Senior Tribal Attorney
Department: Office of Tribal Attorney
Supervisor: Tribal Chairman or Designee
FLSA Status: Exempt
Prepared By: Human Resources & Office of Tribal Attorney
Prepared Date: 11/15/2022
Salary Level: DOE
Location: Tribal Administrative Offices

Summary

The Senior Tribal Attorney is responsible for providing legal advice, representation, drafting, research, and opinions on a wide range of matters as requested by Tribal Administration, Tribal Programs, and Tribal Enterprises. Major responsibilities include: tribal policy development, legal research and drafting, review of business contracts and facilitation of economic development efforts, representation in civil and administrative proceedings, negotiations with local, state, and federal agencies, and other duties as assigned. Will also work closely with the Tribe's legal team and other attorneys with whom the Tribe has contracted for specific additional legal representation. Administrative duties include: preparing annual departmental budgets, assisting the Hoopa Valley Tribal Council (and its various departments and entities) in allocating its legal resources in a cost-effective manner, supervising outside counsel, and hiring/managing Office of Tribal Attorney staff.

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

Advises and represents Tribal Council, Tribal Administration, Tribal Enterprises, and the Tribal Programs in matters involving federal, state, local, and tribal law.

Reviews contracts, grants, leases, and other legal documents and presents interpretations on legal content prior to signing and submission of documents.

Drafts and reviews tribal resolutions, ordinances, policies, and governmental procedures on behalf of the Hoopa Valley Tribal Council and its departments and entities as requested.

Represents the Tribe in litigation in federal, state, and tribal courts as requested, including cases under the Indian Child Welfare Act.

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

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

Represents the Hoopa Valley Tribe and the Hoopa Valley Tribal Council before quasi-judicial or administrative agencies.

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

Advises the Hoopa Valley Tribal Council and its departments and entities on matters involving internal affairs, employment law, and personnel policies.

Supports Hoopa Valley Tribal Council and Tribal Chairman in managing tribal relations and communications with general public and other governmental bodies, i.e., local, state and federal.

Gives advice on legal decisions, agency regulations, and statutes that affect Tribal activities.

Prepares business contracts and assists with economic development efforts.

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 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.

*Senior 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.

Behavior Standards

Respectful, courteous, and friendly to the public, other tribal employees, and tribal leaders. A team player who helps the Tribal Council meet 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 any state of the United States, preferably California, and obtain admission to the Hoopa Valley Tribal Court Bar. At least four (4) years of experience practicing Federal Indian Law or providing legal services to Tribal Governments.

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. 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