



JOB DESCRIPTION

Job Title: Assistant Attorney General
Dept./Division: Office of the Attorney General
Unit: Office of the Attorney General
Job Family/Class: Legal Attorney Series
Supervised By: Attorney General
Employee Type: Salary
Pay Grade: J-M DOE

NATURE OF WORK:

The Assistant Attorney General represents the Pascua Yaqui Tribe by providing nonpartisan legal advice and representation to officials, agencies, departments, divisions, enterprises and other entities of the Tribe's government.

ESSENTIAL FUNCTIONS:

- Research and analyze tribal, federal, state legislation, regulations and case law.
- Provide written legal opinions and recommendations to Tribal Council and government departments.
- Responsible for managing assigned outside counsel.
- Draft codes, policies and procedures, contracts, resolutions and intergovernmental agreements.
- Provide legal opinions and analyze developments in Indian law.
- Make presentations and recommendations to improve tribal laws.
- Attend Tribal Council sessions and other meetings.
- Represent the Tribe in statewide and nationwide legal forums.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Tribal, state and federal legislative, judicial and regulatory authority;
- Tribal government practices and procedures;
- Federal Indian law;
- Transactional practice;
- Specific legal issues pertaining to Indian communities;
- Rules of civil procedures and administrative hearing procedures;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Prepare written opinions and memoranda, drafting contracts and other legal documents;
- Draft tribal codes, ordinances and resolutions;

- Civil litigation and trial advocacy in tribal, state, and federal courts;
- Presenting oral legal arguments;
- Analyze complex legal issues pertaining to intergovernmental affairs;
- Advise legislature and government officials on complex legal issues and policy decisions;
- Management of contract attorneys;
- Analyze complex legal issues and provide legal recommendations;
- Render logical, clear and effective written opinions and make oral presentations;
- Establish and maintain effective working relationships with the public, employees and officials of the Pascua Yaqui Tribe;
- Effectively negotiate and develop intergovernmental agreements;
- Work long hours as required;
- Maintain confidentiality of information;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

- J.D. from law school accredited by the American Bar Association.
- Admitted to practice before the highest court in a State of the United States.
- Admittance to the State Bar of Arizona, or must be admitted to practice in the State of Arizona within eighteen (18) months after hire.
- Admission to practice in the Pascua Yaqui Tribal Court upon completing the next certification course.
- One (1) to three (3) years of experience as a practicing attorney with background in Indian law strongly preferred.

AND

- Bilingual in English/Spanish preferred but not required.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an

acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date