



## EMPLOYMENT OPPORTUNITIES

**Job Title: Senior Assistant General Counsel**

**Closing Date: 01/16/2018**

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

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Job Number: 18-098

Job Type: Regular Full-Time

Department: Office of General Counsel

City: Sacaton, AZ

Location: 525 W. Gu U Ki Road

Area of Interest: Legal

Salary Type: DOE

Salary/ Hourly Rate: \$105,776 Salary

Tribal Driving Permit Required: No

### DISTINGUISHING FEATURES OF THE CLASS:

The Senior Assistant General Counsel is responsible for a wide range of legal tasks and supervision of assigned attorneys and staff within the Office of General Counsel. This position assists the General Counsel and Deputy General Counsel in providing legal advice and legal representation to the Community.

### ESSENTIAL FUNCTIONS:

- Supervise junior attorneys and staff in the Office of the General Counsel to ensure proper day-to-day performance.
- Assist in the representation of the Community in legal matters in the Community (Tribal) Court, state court, federal court and administrative bodies.
- Represent the Community as an attorney in commercial and other transactions.
- Advise Community departments, agencies and programs on various issues including compliance issues and policy drafting.
- Advise the Community Council and assists in revising laws and ordinances of the community.
- Provide advice on laws, regulations, court opinions and staying abreast of legal developments in order to provide up to date advice to Community departments, agencies and programs.
- Prepare legal opinions and other memoranda on a wide range of issues.
- Draft and review resolutions, contracts and intergovernmental agreements.
- Participate in training for junior attorneys and staff in the office.
- Perform other duties as assigned.

### REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Working knowledge of federal Indian law, the United States Code, Code of Federal Regulations, Arizona Revised Statutes, the and Arizona law.
- Experience in applying legal principles and analysis in a variety of situations including drafting of legal opinions, program policies, legislation and pleadings in legal actions.

- Experience with and knowledge of tribal governments and civil jurisdiction and regulatory issues involving Indian tribes and lands.
- Ability to work independently and in team settings with other attorneys, outside counsel and government officials and employees.
- Ability to articulate and present ideas and analysis orally and in writing.
- Ability to develop and maintain effective working relationships with people of various economic, educational and cultural backgrounds.
- Physical and emotional conditions adequate to meet the demands of a tribal government law practice.
- Must acknowledge and agree to maintain a Drug-free workplace as a condition of employment with the Gila River Indian Community.

#### **REQUIRED EXPERIENCE AND TRAINING:**

- Graduate from an accredited Law School with a Juris Doctorate Degree and five (5) years experience as a Licensed Attorney with experience in litigation or commercial transactions, with specialized experience in Federal Indian Law.
- Member in good standing of the Arizona State Bar or able to be admitted through reciprocity within six (6) months.
- Submission of an acceptable legal writing sample (10-20 pages)

#### **ADDITIONAL REQUIREMENTS:**

Required to pass a background check.

Supervisory, Salaried Position  
Reports to General Counsel or designee

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#### **BENEFITS INFORMATION:**

- Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
- Prescription Program
- Dental – Plan is provided through CIGNA with no deductible for preventive services or \$50 (individual)/\$150 (family) deductible for basic and major services
- Vision – plan benefits are provided through SightCare of Arizona and carry a \$10 co-pay for exams, zero co-pay
- Life and AD&D – We offer voluntary or supplemental life insurance for Employee & Dependents through METLIFE Group Insurance. GRIC pays the full cost for your Basic Life and AD&D.

#### **Other Voluntary Benefits –**

- Flexible Spending Account (FSA)
- Short Term Disability
- Long Term Disability
- Employee Assistance Program
- 12 Paid Holidays
- Vacation Leave
- Sick Leave

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Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.**

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: **[www.gilariver.org](http://www.gilariver.org)**