



## **General Counsel**

### **Job Purpose:**

Serves as chief legal representative and advisor to the Sycuan Band of the Kumeyaay Nation

### **Job Duties and Responsibilities:**

(Note: Duties and responsibilities may be added, deleted, or changed at the sole discretion of Sycuan Management at any time)

1. Provides timely and efficient legal services to officers, directors, employees, Tribal government, and Tribal business enterprises, including subordinate Tribal entities
2. Researches legal issues and provides legal analysis pertaining to Tribal Government policies, positions and actions in which legal considerations are necessary and advises the Tribal Council Accordingly
3. Provides legal consultation and guidance to officers, directors, management and staff on a wide range of issues including real property, tort, contract gaming, child welfare, land use, environmental, intellectual property, employment law and litigation
4. Develops legal approaches and strategies related to issues in which legislative factors play a role and presents plans to Tribal Council for approval
5. Prepares, reviews, and examines complex contracts, agreements, briefs, legal protests, dispute resolutions, resolutions, leases, deeds, ordinances and other documents (Tribal, state, federal)
6. Selects and manages specialized outside counsel as needed
7. Provides legal consultation and guidance to Tribal Council
8. Represents the tribe and its representatives in judicial, legislative, executive, and administrative proceedings
9. Guides and directs the preparation and maintenance of Legal Departmental records
10. Prepares and manages approved Legal Departmental budget
11. Undertakes special legal projects as assigned by the Tribal Council
12. Ensures compliance with the compact between the tribe and state and oversees modifications, renegotiations or amendments
13. Reviews all tribal and tribal entity loan documents for legal compliance and protection of the tribe

### **Job Specifications:**

#### **Education and Experience:**

Essential:

- Juris Doctorate Degree
- California Bar member in good standing



- 10 years experience as a practicing attorney or in-house counsel with an emphasis in contract and business management
- Federal Indian Law experience
- Native-American legislative experience
- Supervisory experience
- Tribal business experience

Desirable:

Skills and Knowledge:

Essential:

- In-depth knowledge of Federal, State, local and Tribal law relating to Tribal business and government activities
- Working knowledge of contract documents and specifications
- Ability to communicate and interact effectively with internal and external contacts
- Ability to compose and prepare legal opinions, documents and correspondence in English
- Ability to research and analyze complex legal data and make sound recommendations
- Ability to prioritize and perform multiple tasks
- Ability to work in a fast-paced environment and meet deadlines
- Ability to provide leadership and guidance to staff
- Ability to maintain confidentiality
- Ability to maintain professionalism and composure
- Ability to accept constructive criticism
- Proficiency with Microsoft Office applications

Desirable:

**Supervisory/Managerial Accountability:**

Direct: Legal Assistant, Paralegal

Indirect: None