



Senior Assistant General Counsel

DEPARTMENT: Legal Department/Office of General Counsel

REPORTS TO: General Counsel

DEFINITION/PURPOSE:

Serves under the general oversight of the General Counsel and acts in the General Counsel's absence with the authority of the General Counsel in fulfilling the duties and responsibilities of the Office of General Counsel. Provides legal advice to the Fort McDowell Yavapai Nation Tribal Council, tribal departments and economic enterprises. Represents the Fort McDowell Yavapai Nation in matters brought in Tribal, State and Federal court.

ESSENTIAL FUNCTIONS: Essential functions may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

TASKS:

Serves as a senior legal advisor to the Tribal Council, tribal government departments and economic enterprises; Performs high level legal research and analysis in numerous areas of law and policy related to Federal Indian and Indian Law; Provides legal advice and analysis of tribal, State and Federal laws and regulations; Drafts and revises the Tribal Constitution, Law and Order Code, other tribal laws, ordinances, and policies; Works at hours and times outside of normal business hours and days; Drafts, reviews and recommends changes to various contracts; Reviews other agreements, proposals; Represents the Fort McDowell Yavapai Nation in Tribal, State and Federal court actions; Delegated authority to oversee the Office of General Counsel during the General Counsel's absence; and Performs other duties as assigned by the General Counsel.

KNOWLEDGE/SKILLS:

- Knowledge of the Fort McDowell Yavapai Nation Constitution, Law and Order Code, Fort McDowell Water Settlement, Arizona Revised Statutes, Federal Indian Law, Gaming Law, Business Law, Construction Law, Water Law, Environmental Law, Tribal and Federal Indian Case Law, Federal Rules of Evidence; and Federal Rules of Civil Procedures;
- Knowledge of and experience in State and Federal court procedures, proceedings and practices;
- Knowledge of and experience in Administrative Hearings, proceedings and practices;
- Knowledge of legal research utilizing books and electronic research systems;
- Skill in interpreting and applying complex laws, statutes, ordinances, and rules to the facts and evidence in individual cases;
- Skill in drafting complex court pleadings;
- Skill in utilizing a computer and in software capable of word processing;
- Skill in establishing and maintaining effective and cooperative working relationships with other departments of the Fort McDowell Yavapai Nation, State and Federal officials, departments, and agencies;
- Strong interpersonal, analytical, problem-solving and organizational skills;

- Strong verbal and written communication skills and ability to communicate effectively at all levels;
- Supervision experience and law office management skills; and
- Extensive transactional experience working in a law firm or related experience as in-house counsel.

MINIMUM QUALIFICATIONS/EDUCATION:

1) An attorney in good standing licensed to practice law in the State of Arizona; 2) Six (6) years legal experience working for a federally recognized Indian tribe or in the area of Federal Indian Law and Tribal Law; and 3) Current valid Arizona driver's license and meet FMYN insurance standards.

POSITION STATUS: Regular-Full-Time

PAYRATE: \$93,142.09 to \$130,398.93

OPEN DATE: June 26, 2018

CLOSE DATE: July 31, 2018

SUBMIT APPLICATION TO:

Fort McDowell Yavapai Nation
Human Resources Department
Attn: Recruiter
P. O. Box 17779
Fountain Hills, AZ 85269
Phone: 480-789-7118
Fax: 480-816-0419
Email: recruiter@ftmcdowell.org

NATIVE AMERICAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Native American Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

All offers of employment will be contingent upon successful completion of reference checks, education verification (including credentials, licenses and degrees), pre-employment drug screening and background check, which may require fingerprinting.