



Assistant General Counsel

DEPARTMENT: Legal Department

REPORTS TO: General Counsel

DEFINITION/PURPOSE:

Provide legal advice to the Fort McDowell Yavapai Nation Tribal Council, tribal departments and economic enterprises. Represent 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 legal advisor to the Tribal Council, tribal government departments and economic enterprises; Provides legal advice and analysis of tribal, state and Federal laws and regulations, specifically in relation to water and environmental law and policies; 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; Performs other duties as assigned or required.

KNOWLEDGE/SKILLS:

- Knowledge of the Fort McDowell Yavapai Nation Constitution, Law and Order Code, Fort McDowell Water Settlement, Arizona Revised Statutes, Federal Indian 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 practice;
- 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.

MINIMUM QUALIFICATIONS/EDUCATION:

1) An attorney in good standing licensed to practice law in the State of Arizona; 2) Two (2) 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 AZ driver's license; and 4) Meet FMYN insurance standards.

Revised 03/17

Job Code 114-71

POSITION STATUS: Regular-Full-Time

PAYRATE: \$77,195.43 to \$108,073.60

OPEN DATE: February 7, 2019

CLOSE DATE: March 7, 2019

SUBMIT APPLICATION TO:

Fort McDowell Yavapai Nation
Human Resources Department
Attn: Recruiter
P O Box 17779
Fountain Hills, AZ 85269
Phone: 480-789-7138
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 Indian 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.