

Hoopa Valley Tribe Job Description

Job Title: Associate Tribal Attorney
Department: Office of Tribal Attorney
Reports To: Senior Tribal Attorney
FLSA Status: Nonexempt
Prepared By: LMP
Prepared Date: July, 2001
Approved By: PA
Approved Date: July 13, 2001

SUMMARY

Conducts civil lawsuits, draws up legal documents, advises the Hoopa Valley Tribe, Tribal departments and its Entities as to legal rights. Provides oversight of retained outside counsel. Provides a broad range of legal services to the Hoopa Valley Tribe, including without limitation, advice, negotiation, drafting, research, lobbying, representation in litigation, appeals, and administrative proceedings and other duties as assigned by the Senior Tribal Attorney of the Hoopa Valley Tribal Council. Associate Tribal Attorney does not provide legal services to individual tribal members, except upon the express resolution of the Hoopa Valley Tribal Council when representation of the individual involves significant tribal government interests.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Gathers evidence in civil and other cases to formulate defense or to initiate legal action

Conducts research, interviews clients and witnesses and handles other details in preparation for trial.

Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case.

Represents Hoopa Valley Tribe and Hoopa Valley Tribal Council in court, and before quasi-judicial or administrative agencies of government.

Interprets laws, rulings, and regulations for the Hoopa Valley Tribal Council, departments of the Hoopa Valley Tribe and subordinate entities.

Confers with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings.

Advises the Hoopa Valley Tribal Council, departments of the Hoopa Valley Tribe and subordinate entities concerning transactions of business involving internal affairs, directors, officers and tribal relations with general public and other government, i.e. local, state, and federal.

Prepares business contracts, settles labor disputes, and administers other legal matters

Attends Hoopa Valley Tribal Council meetings on an as needed basis and requests specific Tribal Council action on an as-needed basis.

Occasionally travels for Hoopa Valley Tribal business.

Conducts discussions and negotiations with various State and Federal government agencies including among others, Department of Interior, Department of Justice, Bureau of Indian Affairs, Indian Health Service, United States Attorney, National Indian Gaming Commission and State Attorney General

Conducts himself/herself in a professionally responsible manner in accordance with the Hoopa Valley Tribal Professional Ethics Code for Spokespersons and Attorneys and the Professional Responsibility Code of California.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with organization's policies and applicable laws when delegated by the Senior Tribal Attorney. Responsibilities include planning, assigning, and directing work to the Paralegal/Legal Secretary on an as-needed basis; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Juris Doctorate (J.D.); Experience in Indian Law and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Member of the California State Bar. Admitted or eligible for admission to all federal district courts in California and the Ninth Circuit Court of Appeals. Ability to travel.

PHYSICAL DEMANDS The physical demands described here are representative of those that

must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.