



POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502

Tribal Offices: (251) 368-9136

www.poarchcreekindians-nsn.gov

HR2014:47

POSITION:

JOB ANNOUNCEMENT

ASSISTANT ATTORNEY GENERAL-

(GOVERNMENTAL OPERATIONS & LEGISLATIVE AFFAIRS)

DEPARTMENT:

LEGAL

REPORTS TO:

ATTORNEY GENERAL

ADVERTISING:

PUBLICLY

OPENING DATE FOR APPLICATIONS:

TUESDAY, APRIL 8, 2014

CLOSING DATE FOR APPLICATIONS:

5:00 p.m. MONDAY, APRIL 21, 2014

JOB SUMMARY

The Assistant Attorney General (Governmental Operations and Legislative Affairs) assists the Attorney General in providing legal services and representation to the Poarch Band of Creek Indians, its Tribal Council, its Tribal Government, its Tribal boards/committees, and its Tribal authorities, commissions, enterprises, and other entities in a broad variety of matters, including, but not limited to, contracts, employment issues, administrative matters, real estate matters, taxation, tribal jurisdiction, environmental law, cultural resource preservation, criminal matters, child welfare, and legislation. The Assistant Attorney General (Governmental Operations and Legislative Affairs) is expected to perform all duties and responsibilities necessary to meet the legal goals and objectives of the Tribe. Duties and responsibilities include: assisting the Attorney General in providing research and legal advice to the Tribal Council, Tribal boards/committees, Tribal departments, and Tribal enterprises regarding Tribal governmental and business affairs; performing the following duties and responsibilities as assigned by the Attorney General: assisting the Tribal Council and its legislative committees with legal counsel regarding its duties and responsibilities as the executive and legislative branches of the Tribe; assisting the Tribal Chairman with legal counsel regarding his or her duties and responsibilities as Tribal Chairman and the Chief Executive Officer of the Tribe; assisting Tribal Government with legal counsel regarding the duties and responsibilities of contracts and grants administered by the Tribe and other Tribal governmental programs; assisting Tribal boards/committees with legal counsel regarding their management and/or advisory duties and responsibilities as stated in their respective governing documents; assisting the Tribal authorities, commissions, enterprises, and other entities with legal counsel regarding their various corporate and litigation needs; researching and analyzing legal sources in an effort to prepare legal documents; representing the Tribe in litigation at the trial and appellate levels in federal, state and tribal courts and in administrative and private forums; drafting, reviewing, and recommending changes to deeds, leases, contracts, and/or cooperative agreements between the Tribe and other parties; drafting, reviewing, and recommending changes to Tribal Ordinances, Codes, Regulations, Policies, and Tribal governance documents; and performing other duties as assigned by the Attorney General.

THIS POSITION IS REGULAR FULL-TIME.

MINIMUM QUALIFICATIONS

1. Graduate of an American Bar Association accredited law school with one of the following requirements:
 - a. Member in good standing of the Alabama State Bar Association; or
 - b. Member in good standing of another State Bar Association; must successfully pass one of the next two scheduled Alabama State Bar Association Examinations.
2. At least five (5) years legal experience practicing in the private or public sector.
3. At least two (2) years of experience working with or directly assisting (a) a federally recognized Indian Tribe(s) and/or organizations seeking to protect the rights of Native Americans and federally recognized Indian Tribes or (b) federal or state governments or government agencies.
4. Experience drafting resolutions or legislation preferred.
5. Excellent legal and communication skills with demonstrated ability to prepare written statements, position papers, and official correspondence. Must be able to communicate effectively both verbally and in writing.
6. Documented experience in English, spelling, punctuation, writing, and composition.
7. Must have a working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, etc.
8. Must possess a high level of maturity with the ability to work with and maintain confidential information.
9. Must work odd and irregular work hours as needed.
10. Must possess a valid state driver's license.
11. Must travel and participate in training as recommended to meet the goals and objectives of applicable program(s).
12. Able to perform all duties and responsibilities of this position.

PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE/DFWP

Every applicant must complete an application provided by Human Resources at the Tribal Administrative Offices in Building 600. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**