

**Deputy General Counsel  
The Hopi Tribe - Office of General Counsel  
Job Description**

**Introduction:** The Deputy General Counsel provides professional legal counsel and representation to the Hopi Tribal government - including the legislative and executive branches of the Hopi Tribe, the administrative departments, offices, and programs - as specified by the Tribal Council and the General Council. The Deputy General Counsel manages the day-to-day and administrative matters of the Office of General Counsel, including oversight on the Assistants General Counsel and the office staff.

**Duties:** The Deputy General Counsel will focus legal representation and work for the Hopi Tribe on the priority areas and issues assigned by the Hopi Tribal Council and the General Council and provide the following: (The following are examples of the duties of the Deputy General Counsel - though the listed duties are intended only to be illustrative and not inclusive or restrictive)

1. Guidance to the Tribal Council, day to day management and administrative oversight in the Office of General Counsel, and assistance to other attorneys in the Office of General Counsel on matters involving the Tribe's interests.
2. Preparation of pleadings, briefs, and other legal documents, and appearance in Tribal, county, state, and federal courts representing the Hopi Tribe and its interests.
3. Gathering, analysis, and collation of data for legal proceedings.
4. Review of form and substance of such leases and contracts to which the Hopi Tribe proposes to become a party.
5. Advice to the Tribe in the development of agreements and contracts between the Hopi Tribe and federal, state, and other tribes and agencies regarding the use of resources in which the Tribe may have interests.
6. Study of recent case law developments and pending legislation at all levels of government and preparation of appropriate recommendations to the Tribal Council; recommendations pertaining to pending legislation assessing the impact that such legislation would have upon the Tribe.
7. Study of the constitution, statutes, decisions, and ordinances of the Tribe, other tribes, and interacting agencies/ governments from a legal perspective; review of and/or proposal and submission of legislation for consideration by the Hopi Tribal Council.
8. Service on various legal committees of Tribal related associates and councils.

9. Assistance to managers in designing draft policy decisions based on legal requirements, implications, precedents, etc.; formalization of department structure, policies, and procedures to meet the legal needs of the Hopi Tribe.
10. Preparation of periodic reports for the Hopi Tribal Council and departments, describing the activities of the Office of General Counsel.
11. Performance of other related duties as assigned.

**Complexity:** The Deputy General Counsel performs highly professional and advisory work involving considerable depth of knowledge and analytical/organizational skills in a broad range of subject areas of the law, and exercises broad and independent judgment in providing legal advice on any political/legal dimension and its effects on Tribal entities. The Hopi Tribal Council sets the overall objectives and priorities of the Office of General Counsel and the duties and responsibilities of the Deputy General Counsel. The Deputy, in consultation with the General Counsel develops deadlines for work to be accomplished. The Deputy General Counsel, having years of experience in the legal field is responsible for planning and carrying out all assignments and resolving conflicts as they arise. Work is reviewed from overall standpoint of meeting identified requirements and achieving expected results.

**Personal Contacts:** The Deputy General Counsel's contacts are with the Hopi Tribal Council, the executive branch, Tribal department heads, Tribal committees, Tribal entities, Tribal staff, and outside agencies and entities involving the exchange of factual information in order to accomplish objectives.

**Physical Effort & Conditions:** Work is sedentary and performed in a standard office environment.

**Minimum Qualifications:**

1. Required Education, Training, and Experience:

- A. Education: Juris Doctorate degree or equivalent from an accredited law school and admission to at least one state bar. Deputy General Counsel must be a member of the Arizona State Bar in good standing OR must take and pass Arizona State Bar Exam not later than one and a half years after appointment to position; and
- B. Experience: Six (6) years of responsible legal experience in Indian law, which includes trial practice, government and municipal law, civil rights, land use, corporate and business law, real estate law, tax law, and civil legal services.

2. Required Knowledge, Skills, and Abilities:

- A. Knowledge: Must have knowledge of judicial procedures and rules of evidence; available legal resource information and legal research techniques; local, state, and

federal court practices and procedures; business law and practices which effect the operation of tribal entities.

- B. Skills: Must have skill in effective techniques in the presentation of cases in court, effective legal writing, and effective oral communications in a wide range of settings.
- C. Abilities: Must have ability to effectively plan, organize, and execute legal assignments; to be diplomatic and use discriminating judgment in legal matters effecting tribal issues; to analyze and appraise a variety of legal documents and instruments; to present oral and written material clearly, logically, and persuasively; to work within the overall tribal policies, goals, and budget limits; to effectively negotiate grants/contracts, leases, etc.

Approved By: David Henderson Date: 12/07/06  
Attest: [Signature] Date: 12.08.06