

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2014-15B**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

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| POSITION: | ATTORNEY |
| OPENING DATE: | April 22, 2014 |
| CLOSING DATE: | Open Until Filled |
| DEPARTMENT: | Governor's Office / Government Affairs Office |
| SALARY RANGE: | E – 19; \$67,692 - \$101,537 |

Position Summary:

Under the direct administrative supervision of the Government Affairs Director, serves as an in-house legal advisor, representative, and counselor to the Pueblo of Laguna including programs and departments. Ensures that all applicable laws are followed to protect and enhance tribal sovereignty. Provides assistance to avoid or prevent expensive legal disputes and litigation and to protect the legal interests of the Pueblo government.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Advises and represents the Pueblo of Laguna in general legal matters as assigned by the Government Affairs Director, including contract matters, relations with the United States Government and federal agencies, relations with state and local governments and agencies.
- Appears before and responds to federal and state legislative committees, litigation in federal, state, municipal or tribal courts on behalf of the Pueblo of Laguna.
- Coordinates legal work and activities; keeps proper records of work performed or received.
- Attends Pueblo Council meetings, Staff Officers meetings, entities board meetings, and other meetings as directed by the Government Affairs Director in order to provide regular reports on legal issues relevant to the Pueblo of Laguna.
- Provides general legal services to the Pueblo's programs and departments, routinely reviewing legal issues that arise in the day-to-day operations.
- Provides legal advice and representation on legal matters which include but are not limited to economic development, gaming, taxation, tribal lands, natural resources, environmental resources, cultural resources, civil and criminal law, administrative matters, health and welfare issues, and employment law that may have a potential impact on Pueblo employees and/or Pueblo operations.
- Maintains active communication with outside counsel to prevent duplication of effort and to assure an effective resolution of problems.
- Reviews legal documents, including but not limited to court decisions, proposed legislation, rules, regulations, and pending legislation to protect the Pueblo of Laguna's interests.
- Drafts legal documents, ordinances, regulations, policies, procedures, position papers, legal memoranda, correspondence, and executive summaries.
- May be assigned to work with various Pueblo Boards and Committees on issues of concern, attend meetings, or other external meetings as directed.
- Consistently applies Core Values supporting Workforce Excellence.
- Other duties as assigned.

Minimum Qualifications:

Graduate of law school accredited by the ABA required; minimum of seven (7) years of relevant work experience in at least three of the following areas: federal Indian law; commercial transactions; leasing; construction law; experience performing complex litigation for tribal governments; and code development required. Experience with executive, legislative, and judicial functions of tribal government is preferred. Must be licensed to practice law in the State of New Mexico or must be licensed within the first year of employment. Fluency in the Laguna language preferred.

Background Investigation Requirements:

| Type of Background Check | Required |
|--|----------|
| Pre-Employment Drug Screening | X |
| Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable) | X |
| Employment Verification, Education / License Verification, Personal Reference Verification | X |
| Fingerprint Verification | X |
| Must Be Able to Drive a Pueblo Issued Vehicle | X |
| Other | |

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements including US, Part 25; the Pueblo of Laguna Constitution; all existing and applicable codes; Executive Orders, and Council directives; and applicable Federal and State laws regarding tribal operations and its' sovereigns, reservation boundaries, and jurisdictions.
- Knowledge of Indian Law.
- Ability to communicate effectively, verbally and in writing. Fluency in the Laguna language highly preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to interpret applicable laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to be persuasive and tactful in controversial situations.
- Ability to create and present effective speeches and presentations.
- Ability to identify and secure alternative funding or revenue sources.
- Skill in computer use, including Word, Excel, Access, PowerPoint, and software specific to field.
- Skill in reviewing and interpreting complex technical documents, manual, journals, and instructions, financial reports.
- Skill in offering differing opinion in discussion for like objectives in multi-governmental or intra-governmental situations to enhance acceptance of opposing or conflicting views.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MST) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MST) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLeemployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino at (505) 552-5778 or by e-mail at the above address.