

**Pueblo of Pojoaque
Job Vacancy Announcement
General Counsel – Governmental Affairs**

Job Title: General Counsel – Governmental Affairs

Closing Date: Open Until Filled

Department/Program: Legal Department

The General Counsel – Governmental Affairs is a full-time EXEMPT position and will receive full benefits to include employee paid Medical, Dental, Vision & Employer Match on 401(k). Additional benefits include annual and sick leave plus paid holidays.

INTRODUCTION:

The Legal Department is the principle legal counsel of the Pueblo of Pojoaque and provides professional legal counsel and representation to the Pueblo as specified by the Tribal Council.

KEY DUTIES AND RESPONSIBILITIES:

Serving at the pleasure of the Governor and Tribal Council, all General Counsels perform a full range of legal services requiring substantial knowledge and understanding of the Pueblo, its departments and businesses, and a general understanding of Indian law and tribal-federal-state relationships. The following examples of duties are intended to be illustrative only and should not be viewed as all-inclusive or restrictive.

The General Counsel for Governmental Affairs provides a full range of legal services on behalf of the Pueblo of Pojoaque Legal Department. Under the direct supervision of the Chief General Counsel, the General Counsel – Governmental Affairs focuses legal representation and work for the Pueblo on the following priority areas and issues:

- Environmental, water and land use laws, including land acquisitions, placing lands into trust, rights-of-way and easements for utility purposes.
- Aamodt water rights adjudication, acequia water rights, and federal and state relations respecting the Pueblo water rights and uses.
- Infrastructure development (including and advising the Pueblo on proposed contracts with third parties, right-of-way and lease agreements, utility agreements, and other related land use, housing and commercial development matters).

REQUIRED EDUCATION, LICENSURE & EXPERIENCE:

Education: Juris Doctorate degree from an accredited law school;

Licensure: State bar licensed, in good standing, preferably in New Mexico or willing to be admitted to the New Mexico State Bar within one (1) year, at the candidate's expense. If admitted, be a member in good standing of a tribal, state or federal court and be capable of being admitted to the Pueblo of Pojoaque Tribal Court; and

Experience: Demonstrated knowledge and familiarity with basic principles of federal Indian law, including such topics as tribal sovereignty, civil and criminal jurisdiction, land use, taxation, and cooperative agreements between Indian tribes and state and local governments. Demonstrated ability to provide general legal services on a broad array of legal topics

All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirements.

Questions regarding this announcement can be directed to Stacey Ofstenhage at (505) 455-4594.