

## **HOOPA VALLEY TRIBE JOB DESCRIPTION**

**Job Title:** Associate Tribal Attorney  
**Department:** Office of Tribal Attorney  
**Reports To:** Senior Tribal Attorney  
**FLSA Status:** Non-Exempt  
**Prepared By:** KA  
**Prepared Date:** January 19, 2016  
**Approved By:** RB  
**Approved Date:** January 19, 2016

### **SUMMARY**

Conducts civil lawsuits, draws up legal documents, and advises the Hoopa Valley Tribe, Tribal Departments and its Entities as to legal rights. Provides a broad range of legal services to the Hoopa Valley Tribe, including without limitation; advise, negotiation, drafting, research, representation in administrative proceedings, and other duties as assigned by the Senior Attorney. 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 the Hoopa Valley Tribe and the Hoopa Valley Tribal Council in court and before quasi-judicial or administrative agencies of government.

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

Occasionally travels on matters pertaining to Hoopa Valley Tribe.

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 professional 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 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.). One to three (1-3) years' experience in Indian law and litigation or an 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 clients, 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, LICENSE AND REGISTRATIONS**

Member of the California State Bar in good standing. Admitted or eligible for admissions to all federal district courts in California and the Ninth Circuit Court of Appeals.

### **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.