



# Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502  
Tribal Offices: 251.368.9136 ♦ [www.pci-nsn.gov](http://www.pci-nsn.gov)

<b>Job Announcement:</b> HR2016:091	<b>Advertising:</b> Publicly
<b>Position Title:</b> Assistant Attorney General (Governmental Operations)	<b>Department:</b> Legal
<b>Immediate Supervisor:</b> Attorney General/Chief Legal Officer	<b>Department Director:</b> Attorney General/Chief Legal Officer
<b>Employment Status:</b> Exempt	<b>Position Type:</b> Regular Full-Time
<b>Mandatory Reporter:</b> No	
<b>Opening Date:</b> Wednesday, July 6, 2016	<b>Closing Date:</b> Wednesday, July 20, 2016 by 5:00 p.m.
Preference shall be given in accordance with the Tribal Employment Rights Ordinance	
<b>Overall Objectives of Position</b>	
<p>The Assistant Attorney General (Governmental Operations) is responsible for managing and providing legal services and representation, particularly, but not limited to, legal services and representation related to operations of Tribal Government, to the Tribe, its Tribal Chair, its Tribal Council, Tribal Government, Creek Indian Enterprises Development Authority, the Creek Indian Enterprises Development Authority Board, all other Tribal departments and entities, and all Tribal boards, commissions, and committees. The Assistant Attorney General (Governmental Operations) shall be the Governmental Operations and Legislative Affairs Division Director. This job description is not an all-inclusive list of duties and responsibilities of this position. The Assistant Attorney General (Governmental Operations) is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.</p> <p>The Assistant Attorney General is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.</p>	
<b>Primary Responsibilities of the Assistant Attorney General (Governmental Operations)</b>	
<ul style="list-style-type: none"><li>• Expert advisor to the Tribe and its entities in issues related to Tribal Government operations and programs, which requires detailed knowledge of child welfare, taxation, cultural resource preservation, housing law, environmental law, tribal governance, contracts, grants, health care law, tribal jurisdiction, criminal matters, and legislation affecting these areas.</li><li>• Engages, manages, and directs outside legal counsel relative to assigned matters.</li><li>• Actively monitors Tribal, state, and federal and issues that could affect Tribal Government operations and programs.</li><li>• Represents the Tribe in federal, state, and tribal courts on child welfare issues and assists with Tribal prosecutions.</li><li>• Keeps the Attorney General/Chief Legal Officer abreast of all issues, challenges, concerns, and successes, including the preparation and submission of monthly reports to ensure accountability.</li><li>• Performs other duties as assigned by the appropriate person.</li></ul>	
<b>Day-to-day Responsibilities</b>	
<ul style="list-style-type: none"><li>• Provides legal counsel to the Tribal Chair, Tribal Council, legislative committees, Executive employees of the Tribe, Tribal Government, all other departments and entities, and all Tribal boards and committees in a broad variety of legal matters, including, but not limited to, those affecting and related to Tribal Government activities, programs, and benefits.</li><li>• Researches and analyzes legal sources; drafts and reviews various legal documents, including, but not limited to, contracts, leases, policies, settlement agreements, letters, and/or cooperative agreements between the Tribe and other parties; and drafts and reviews all Tribal legislation, regulations, and policies.</li><li>• Works collaboratively in a team environment to support the functions of the Legal Department.</li></ul>	
<b>Education/License/Certification and Experience Requirements</b>	
<ul style="list-style-type: none"><li>• Juris Doctor Degree</li><li>• Either (1) a member in good standing of the Alabama State Bar Association or (2) a member in good standing of another State Bar Association and must successfully pass one of the next two scheduled Alabama State Bar Association Examinations.</li><li>• Eight (8) years of experience as a practicing attorney with at least five (5) years working with or directly assisting a federally recognized Indian Tribe and/or an organization seeking to protect the rights of Native Americans and federally recognized Indian Tribes.</li></ul>	
<b>Skills Required</b>	
<ul style="list-style-type: none"><li>• Absolute confidentiality.</li><li>• Ability to work in a high-performance, fast-paced, high-pressure environment.</li><li>• Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.</li><li>• Organized with unfailing attention to detail and outstanding project management skills.</li><li>• Exceptional interpersonal and communication (verbal and written) skills.</li><li>• High level of comfort/ease interacting with all levels in the Tribe.</li><li>• Detailed knowledge of tribal, federal, and state issues impacting the Tribe and ability to translate complex legal issues and requirements into understandable terms for easy dissemination across the organization.</li></ul>	
<b>Additional Requirements</b>	
<ul style="list-style-type: none"><li>• Ability to work in a cross-cultural environment.</li><li>• Ability to work odd and irregular hours, as needed.</li><li>• Must successfully pass the required criminal and character background check.</li><li>• Ability to travel and participate in required training, leadership development and other events.</li><li>• Ability to adequately and successfully perform all duties and responsibilities of this position.</li></ul>	
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. <b>Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.</b>	

