



PUEBLO OF POJOAQUE

GOVERNOR
Joseph Talachy
LIEUTENANT GOVERNOR
Jenelle Roybal
TRIBAL SECRETARY
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OFFICE OF THE GOVERNOR
78 CITIES OF GOLD ROAD
SANTA FE, NEW MEXICO 87506
(505) 455-3334 FAX (505) 455-3684

GENERAL COUNSEL

SUPERVISED BY: Chief General Counsel of the Legal Department

POSITION DESCRIPTION:

The Pueblo of Pojoaque Legal Department is the principal legal counsel of the Pueblo of Pojoaque and provides professional legal counsel and representation to the Pueblo's Tribal Council, elected Officials, departments, agencies, boards and commissions, tribal members, and the Pueblo's various businesses as specified by the Tribal Council. 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 successful candidate must be able to handle high pressure situations and have demonstrated experience handling confidential matters.

The General Counsel must consistently demonstrate the ability to analyze difficult and complex facts and issues, and to issue clear oral and written decisions in a timely manner. The successful candidate must have excellent organizational skills, independent thought, and strong research and writing skills.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each of the locally established essential functions and meet the minimum education and experience qualifications described below satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required for a General Counsel. It does not restrict the Pueblo's right to assign or reassign duties and responsibilities for this job at any time.

The successful candidate must be able to comply with the Pueblo of Pojoaque employment policies, including pre-employment drug screening.

MINIMUM EDUCATION AND EXPERIENCE REQUIRMENTS:

- A juris doctorate degree from an ABA accredited law school.
- 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.
- Be capable of being admitted to the Pueblo of Pojoaque Tribal Court.
- Demonstrate good verbal and writing skills.
- Demonstrate 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.
- Ability to provide general legal services on a broad array of legal topics.
- Must never have been convicted of a felony, or convicted of a misdemeanor within the past year.
- Must be able to maintain confidentiality.

DESIRABLE QUALIFICATIONS:

- Experience working with Native Americans and Tribal Governments.
- Knowledge of Pueblo of Pojoaque Law and Order Code, court procedures and rules of court.
- Knowledge of tribal customs and traditions.
- Strong clerical and PC skills; proficiency in Microsoft Office, including Word and Outlook.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provides a full range of legal services on behalf of the Pueblo of Pojoaque Legal Department.
- Provides legal counsel on other complex matters as directed by the Chief General Counsel, including code and ordinance development, and the drafting of policies and procedures as needed for the Pueblo to effectively carry out its responsibilities.

JOB FUNCTIONS:

- Independently use time efficiently to prioritize and perform multiple tasks to meet multiple concurrent deadlines and manage large volumes of work.
- Work effectively under pressure and cope with multiple interruptions to meet deadlines.
- Establish and maintain effective professional working relationships with elected Officials, Tribal Members, department directors, subordinates, peers, and the general public.

CONTINUED PERSONAL PROFESSIONAL DEVELOPMENT:

- Comply with Pueblo-wide and department personnel procedures and policies.

- Participate in applicable job related trainings, including maintaining CLE requirements for state licensure.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- May require extended hours and occasional travel.
- Manual dexterity to operate computers and other necessary office equipment.
- Able to work in a fast-paced, multi-task environment.
- Able to bend, reach, kneel, twist and grip items in assigned work area.

WORK ENVIRONMENT:

Work is generally performed within an office environment with standard office equipment available. Work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. The working environment is generally favorable. The noise level in the work environment is usually moderate. Lighting and temperature are adequate and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work may include highly stressful situations at times.