



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY
invites applications for the position of:
Tribal Court Solicitor

An Equal Opportunity Employer

SALARY: \$90,724.00 - \$129,283.00 Annually

OPENING DATE: 08/16/17

CLOSING DATE: 09/16/17 11:59 PM

DEFINITION:

Position Summary: Under general supervision from the Chief Judge, provides legal review and advice to Salt River Pima-Maricopa Indian Community (SRPMIC) Court. Through legal expertise with Tribal laws, provides research for the Court, working to resolve legal issues as they arise. Ensures that applicable laws are followed so that tribal sovereignty is protected and enhanced. This position may be expected to work evenings and weekends as needed and is not subject to a standard work schedule.

EXAMPLES OF TASKS:

Essential Functions: (Essential functions, may vary among positions, but may include the following tasks, knowledge's, abilities, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by all positions in this classification.) This job class is treated as FLSA-exempt position.

Tasks:

1. Researches issues involved in motions, orders, protocol, filings and judgments, and provides legal advice and recommendations to judges in these matters. Conducts legal research and analysis, as directed by supervisor. Researches legal documents as directed by supervisor, to protect SRPMIC interests; issues cover all areas of law except criminal issues. Reviews laws, rules, regulations and related legal documents as directed.
2. Reviews files and advises judges of legal issues that may come before the court. Provides legal guidance on related matters that come before the SRPMIC courts. May draft legal documents and policies.
3. Ensures continued communication on legal issues with staff attorney, Court officers, and other staff as appropriate. Works with court in reviewing court policies procedures, forms and operations as assigned.
4. Does legal research and provides written legal advice on such issues as community policies, land use jurisdiction problems, freeways and other Community issues. Conducts legal research in areas related to tribal sovereignty, tribal jurisdiction, taxation, membership, heirship, business law and other areas as directed by supervisor.
5. Assists in preparation of legal and technical correspondence for officers of the Court and other individuals as directed by supervisor.
6. Serve as a liaison for the Court (on legal Issues) with the Community Council, Offices of the General Counsel, Prosecutor, Defense Advocate and Legal Services.
7. Serve as a facilitator and manage of the Community Court Rules Committee and complete all assigned tasks related thereto as directed by supervisor;

8. Performs other job related duties, as assigned, that enhance and facilitate departmental operations.

Knowledge, Abilities, Skills and Other Characteristics:

Knowledge of laws, ordinances and regulations of SRPMIC and applicable state and federal laws. Knowledge of legal research methods, legal research software, use of data bases, legal principles and their applications.

Knowledge of case law appropriate to the issues and cases being prepared.

Knowledge of principles and practices of legal profession.

Knowledge of SRPMIC policies and rules relating to SRPMIC and its entities.

Knowledge of applicable Federal and State laws, rules, regulations and policies

Knowledge of the history and customs of the SRPMIC.

Skill in work management.

Skill in applying and interpreting statutes, ordinances and other laws, rules, regulations and policies as they pertain to legal issues presented for review.

Skill in oral and written communication.

Skill in establishing and maintaining effective working relationships with Community administrators, Department Directors, Tribal Council Members, staff and other members of the Community as well as outside entities.

Skill in legal writing and presentation.

Ability to perform legal research; analyze difficult and complex legal problems and apply legal principles and precedents. Ability to present statements of fact, law and argument clearly and logically, in both written and oral form.

Ability to communicate orally, and in writing, with administrative staff, community members, department directors, members of the general public, administrative staff, outside entities, and co-workers.

Ability to produce written documents with clearly organized thoughts, using proper sentence construction, punctuation and grammar in a timely manner.

Ability to work cooperatively with others.

Ability to analyze and aid in drafting and commenting on proposed legislative measures . Ability to handle legal correspondence as directed by supervisor.

MINIMUM QUALIFICATIONS:

Minimum Qualifications:

Education and experience: Bachelor's degree and graduate of recognized law school, with a minimum of three years experience in state and/or federal setting, and at least three years experience in a tribal court setting. Prefer experience/familiarity with executive, legislative, and judicial functions of tribal government.

Must be admitted to a State Bar, preferably the Arizona State Bar, and to Federal District Court. Incumbent can have no prior felony convictions, no prior misdemeanor convictions in any jurisdiction within the last seven (7) years, and no disbarment or current suspension from other tribal, state or federal courts. Must attend a minimum of 15 hours annual continuing legal education as related to job and approved by supervisor.

Equivalency: Any equivalent combination of training and experience to equal the educational requirement that will allow the applicant to satisfactorily perform the duties of the job may be considered when filing the position.

SPECIAL REQUIREMENTS:

Prior to hire as an employee, applicants will be subject to drug and alcohol testing. Will be required to pass a pre-employment background/fingerprint check. Employees are subject to random drug and alcohol testing.

"SRPMIC is an Equal Opportunity/Affirmative Action Employer" Preference will be given to a qualified Community Member, then a qualified Native American and then other qualified candidate.

In order to obtain consideration for Community member/Native American preference, applicant must submit a copy of Tribal Enrollment card or CIB which indicates enrollment in a Federally Recognized Native American Tribe by one of the following methods:

- 1) attach to application**
- 2) fax (480) 362-5860**
- 3) mail or hand deliver to Human Resources.**

Documentation must be received by position closing date.

The IHS/BIA Form-4432 is not accepted.

Your Tribal ID/CIB must be submitted to HR-Recruitment-Two Waters.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.srpmic-nsn.gov/employment>

Job #100436-170816
TRIBAL COURT SOLICITOR
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OUR OFFICE IS LOCATED AT:
10005 E Osborn Road
Scottsdale, AZ 85256
480-362-7925
480-362-7925
hrrecruitment@srpmic-nsn.gov

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