



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 022-18

OPENING DATE: 02/27/2018

CLOSING DATE: OPEN UNTIL FILLED

POSTED: IN & OUT

POSITION: Associate General Counsel

PAY GRADE: E12 (\$35.30/ph to \$43.24/ph)

FLSA STATUS: Exempt

DEPARTMENT: Legal Department

REPORTS TO: General Counsel

JOB PURPOSE: This position is located at the Isleta Pueblo Legal Department. Under the direction of General Counsel, provides professional legal counsel in the areas of tribal government, federal-tribal relations, jurisdiction issues, environmental and natural resources law and policy, economic development, tribal business enterprise, and employment issues. Works to protect tribal assets and preserve tribal sovereignty.

Minimum Qualifications/Requirements:

- Juris Doctor or L.L.B. from an accredited law school
- Three years of experience in the practice of law, including Indian Law and tribal court, federal and constitutional law, litigation, environmental and natural resources, employment law and closely related fields dealing with tribal interests.
- Member of the New Mexico State Bar Association or admitted to practice in another state bar, with the ability to obtain NM State Bar within one year of employment.
- Federal bar membership and Court Admissions (US District Court, US Tax Court) preferred.
- Graduate from an Indian Law Program (ILP) preferred.

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities.

- Knowledge of federal, state, local and tribal law, legal research and working knowledge of research methods, lawmaking and rule making systems is required.
- Knowledge of contracts and grants preparation and analysis
- Knowledge of the Isleta Pueblo, its history and culture.
- Knowledge of litigation, employment law, and business law.
- Knowledge of tribal, state and federal court procedures.
- Knowledge of tribal casino class III compacts and the Indian Gaming Regulatory Act.
- Skill in preparing, reviewing and analyzing operational and financial reports.
- Skill in interpreting federal and case law, codes, ordinances and administrative rules.
- Ability to negotiate and draft contracts, compacts, and leases.
- Ability to analyze and organize facts, evidence, and legal precedents and present information and material in a clear and logical form
- Ability to appraise legislation for its need, meaning, intent, logical development and clarity of policy expression.

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies.
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.