



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

Job Announcement: HR2018:116

Position Title: Assistant Attorney General

Advertising: Publicly

Department: Legal

Division: Legal

Immediate Supervisor: Attorney General/Chief Legal Officer

Department Director: Attorney General/Chief Legal Officer

Employment Status: Exempt

Position Type: Regular Full-Time (2 positions)

Mandatory Reporter: No

Background Check Required: Yes (data-sensitive)

Opening Date: Tuesday, December 4, 2018

Closing Date: Tuesday, December 18, 2018 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

Overall Objectives of Position

The Assistant Attorney General is responsible for assisting the Attorney General and Assistant Attorney Generals in providing legal services and representation to the Tribe, its Tribal Chair, its Tribal Council, Tribal Government, Tribal Authorities, all Tribal departments and entities, and all Tribal boards, commissions, and committees. This job description is not an all-inclusive list of duties and responsibilities of this position. The Assistant Attorney General is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

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.

Primary Responsibilities of the Assistant Attorney General

- Drafts, edits, revises, and proofreads Tribal legislation, regulations, and policies and procedures.
- Assists with governmental compliance issues, corporate governance issues, and employment issues.
- Drafts, edits, revises, and proofreads legislative history information regarding Tribal legislation, policies and procedures, and regulations.
- Monitors and stays abreast of Tribal, state, and federal legislation and issues and other legal developments, issues and cases that could affect the Tribe and its entities.
- Represents the Tribe and tribal entities in tribal, state, and federal courts and in administrative and private forums, including assisting with Tribal prosecutions as needed and child welfare cases.
- Performs other duties as assigned by Attorney General and Assistant Attorney General.

Day-to-day Responsibilities

- Assists the AG/CLO and the Assistant Attorney General in providing legal counsel to the Tribal Chair, Tribal Council, legislative committees, Executive employees of the Tribe, Tribal Government, Tribal Authorities, all other departments and entities, and all Tribal boards and committees in a broad variety of legal matters.
- Researches and analyzes legal sources.
- Drafts and reviews various legal documents, including, but not limited to, contracts, leases, policies, settlement agreements, letters, Tribal legislation, Tribal regulations, Tribal policies and procedures, promissory notes, security agreements, pleadings, subpoena responses, motions, and briefs.
- Assists with investigations of claims against the Tribe.
- Assists with transactions involving the Tribe.
- Keeps the AG/CLO abreast of all issues, challenges, concerns, and successes, including the preparation and submission of reports to ensure accountability.
- Files documents, emails, and information relative to assigned matters and projects in the Department's electronic filing system.
- Works collaboratively in a team environment to support the functions of the Legal Department.

Education/License/Certification and Experience Requirements

- Juris Doctor Degree.
- Either (a) a member in good standing of the Alabama State Bar Association or (b) 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.
- Five (5) years of experience as a practicing attorney with at least two (2) years of experience in civil litigation defense.
- The following experience is preferred: (a) two (2) years as a practicing attorney directly advising or assisting any state or federal agency; or (b) two (2) 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.

Skills Required

- Absolute confidentiality.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to translate complex legal issues and requirements into understandable terms for easy dissemination across the organization.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must be people oriented and relate well to people from diverse backgrounds.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**