

**PORT MADISON ENTERPRISES**  
**IN-HOUSE POSITION ANNOUNCEMENT**  
**Suquamish Clearwater Casino Resort – General Counsel (1 FT)**

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**General Position Summary:**

The General Counsel provides or oversees all legal advice and services, including outside counsel in providing such advice and services, to Port Madison Enterprises and its wholly owned subsidiaries (PME) on a broad range of legal and political matters arising in the operation of PME's various businesses and interests. These business interest include but are not limited to the Suquamish Clearwater Casino Resort, White Horse Golf Club, Kiana Lodge, PME Retail, PME's Property Management Division and PME's wholly owned subsidiaries Port Madison Enterprises Construction Corporation and Suquamish Evergreen Corporation. The General Counsel is subject to the direction and oversight of the PME Board of Directors and the PME Board of Directors shall evaluate his or her job performance.

**Essential Functions/Major Responsibilities:**

- Manage and supervise legal office, outside legal counsel, and legal budget for PME and all of its wholly owned subsidiaries;
- Manage and supervise political consultants and lobbyists, both state and federal, and budget;
- Advise PME Board of Directors, Executives, Departments, and staff on broad range of legal issues, including but not limited to: gaming, liquor, marijuana, employment, construction, and other regulatory, business, and transactional matters;
- Negotiate, draft, review, and/or revise contracts, grant applications/agreements, intergovernmental agreements, etc. in accordance with PME's policies and protocols;
- Research, draft memoranda, and provide advice regarding treaties, statutes, regulations, case law, and other sources of legal authority that affect PME or the Suquamish Tribe;
- Prepare correspondence, reports, and other documents;
- Facilitate compliance by departments and personnel with applicable federal, tribal and state laws, regulations, and policies, as well as grant and contractual obligations;
- Monitor proposed or pending changes in federal, tribal and state programs, laws, rules, regulations, eligibility criteria, etc. in terms of potential impact to PME and the Suquamish Tribe;
- Represent or oversee the representation of PME and its wholly owned subsidiaries in litigation before all federal, tribal and state courts and other legal or administrative proceedings;

- Monitor proposed or pending changes in federal, tribal and state programs, laws, rules, regulations, eligibility criteria, etc. in terms of potential impact to PME and the Suquamish Tribe;
- Prepare and provide trainings to employees, as necessary;
- Positively represent PME and the Suquamish Tribe and act ethically and in the best interest of PME at all times.
- Prepare for and attend meetings of PME Board of Directors, Tribal Council and the general membership including providing reports and briefings; and
- Perform all other duties as assigned by the PME Board of Directors.

**Secondary Functions:**

- Maintain confidentiality of all records, materials and communications concerning PME and the Suquamish Tribe.
- Continue professional development, including training in the areas of Indian law, gaming, liquor, marijuana, construction, or other issues relevant to his or her job duties.
- Establish and maintain an effective system of communication throughout PME and establish and maintain effective working relationships with others.

**Supervisory Responsibilities:**

General Counsel is responsible for supervising the Associate General Counsels, staff attorneys, and Legal Office staff, including any Legal Office Manager/Board Coordinator, Paralegals, Legal Secretaries and/or Administrative Assistants.

**Physical Requirements:**

Ability to lift 20 lbs. while standing, twisting, or bending. Must be able to stand and/or sit for extended periods of time. Manual and finger dexterity for operation of computer and routine paperwork.

**Interpersonal Contacts:**

Has regular contact with others both inside and outside the organization. Patience and persuasiveness are needed when interacting with other people. Requires strong verbal aptitude and public speaking ability. Internal and external interactions involve information exchange and problem solving. Must communicate with tact and discretion while maintaining a high level of confidentiality.

**Specific Job Skills:**

- Strong working knowledge of the Suquamish Tribal laws, federal Indian laws, gaming laws, Washington State liquor laws, real estate laws, labor and employment laws, construction laws and general corporate laws;
- Proficiency in MS Office Software, especially Word and Excel;
- Exceptional writing, communication, research, and decision-making capabilities;
- Working experience with WestLaw or LexisNexis;
- Some knowledge of principles of organizational structure, management, risk management, human resources, and employee relations;
- Ability to deal well with people in highly emotional and adversarial situations; ability to communicate well with people of all ages, and to speak clearly and ability to form rapport with groups;
- Ability to establish and maintain effective working relationships with Tribal officials, Tribal members and employees and the general public;
- Must be dependable, trustworthy, and able to work flexible hours;
- Working knowledge and understanding of the Indian community and its people, including traditions and customs, preferred;
- Excellent research and writing skills, including the ability to write clearly and concisely;
- Common sense, creativity, attention to detail, and logical thinking;
- Ability to work in a fast-paced environment independently monitor and prioritize workload and meet work objectives;
- Ability to research, analyze and apply legal principles, facts and precedents to problems;
- Ability to draft legal documents such as resolutions and contracts;
- Effectively use and provide training in legal research methods;
- Provide complex office administrative support in the areas of procurement, budgeting, report preparation and staff communication; and
- Interpret and implement policies and procedures.

**Job Conditions:**

Work is primarily performed in an indoor office setting with frequent sitting and occasional standing and walking. Must have the ability to work in a fast-paced environment and meet deadlines. Frequently necessary to work beyond normal office hours for evening and weekend meetings or projects. Business travel within the state and to other states may be required. Necessary aptitude include understanding instructions; reasoning to make judgments; numeric aptitude; problem solving and analytic abilities; initiative, ingenuity and imagination; memory and concentration. Performs duties independently with little supervision.

**Education and/or Experience:**

JD Degree from an ABA accredited law school; An active member of the Washington State Bar Association and in good standing, or ability to attain membership within one (1) year of employment. Minimum of nine (9) years experience with a strong preference for candidates who have experience working in Indian Country. Experience, Clean disciplinary record; Must pass pre-employment and random drug screening; and must pass background check. All interested and qualified employees should submit a letter of interest to the HR Director, additional information required:

1) Cover Letter

2) Resume

3) Writing Sample

Port Madison Enterprises (PME) is the economic agent of the Suquamish Tribal Government that develops community resources while promoting the economic and social welfare of the Suquamish Tribe through commercial activities. Business operated by Port Madison Enterprises include Suquamish Clearwater Casino Resort, the historic Kiana Lodge, White Horse Golf Course, three retail gas stations and a construction subsidiary, and a marijuana subsidiary. This position is subject to PME's Tribal and Indian Preference Policy

**Letters of interest must be submitted by Wednesday, December 26, 2018 by 5:00PM to the HR Director.**