

COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

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VACANCY ANNOUNCEMENT

February 22, 2019

#45-19

Department: Office of Attorney General
Position: Deputy Attorney General (Civil) - Exempt
Reports To: Attorney General
Salary: \$76,000 - \$83,000 annual
Closing Date: April 8, 2019 @ 5:00pm

Job Summary:

The Office of the Attorney General provides legal representation to the Colorado River Indian Tribes, its Tribal Council, departments, and enterprises. The Office is a diverse and dynamic working environment.

Duties & Functions:

The Deputy Attorney General works with Tribal Council and all Tribal Departments and Enterprises, under the supervision of the Attorney General. Duties include but are not limited to the following;

1. Representing the Tribal government and its departments and enterprises in tribal, federal, state, judicial and administrative forms at the federal, tribal, and state levels.
2. Drafting and reviewing agreements, contracts, leases, and correspondence.
3. Provide legal opinions on various matters including administrative, law enforcement, real estate, human resources, environmental, gaming and general business law.
4. Drafting legislative, regulations, and policy.
5. Assist Tribal Department in enforcing Tribal Codes.
6. Responsible for general civil litigation, adult guardianship cases, as well as EPO and Fish and Game cases, and back-up/conflict support for adults criminal, juvenile delinquency, and child in need of care cases, which includes making regular court appearances and drafting court pleading for Tribal Court.
7. Communicate, advice, and meet with Tribal Council, department directors, and enterprise managers when necessary.
8. Other duties may be assigned at the discretion of the Attorney General or designee to fulfill the Department's needs, objectives and/or goals.
9. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.



Required Skills and Abilities:

1. Computer literate, good writing and verbal communication skills.
2. Ability to work well with others in a sometimes stressful, high-volume work environment.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Graduate of an ABA accredited law school preferred.
3. Must be a licensed member in good standing of a state bar, Arizona or California state bar is preferred.
4. At least one year experience in the practice of law is preferred.
5. Knowledge of principles of Federal Indian law and/or administrative law preferred.
6. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Ability to pass a background check.
4. Physically able to perform duties assigned.
5. Ability to travel when necessary.
6. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.



Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

