



Job Position:	Tribal Attorney General	Status:	Full-Time/Exempt
Division:	Administration	Salary:	Based on Experience
Posting Date:	March 8, 2019	Closing Date:	March 23, 2019

JOB SUMMARY

The position of Attorney General shall be responsible for protecting all Tribal assets, defending the integrity of the Tribe, assisting and advising all Tribal entities in their pursuit of progress on behalf of Tribal members, and managing and providing legal services and representation to the Tribe, its Tribal Council, its Tribal Government, and its Tribal Entities.

JOB DUTIES & RESPONSIBILITIES

The Tribal Attorney General shall perform such legal services as delegated by the Tribal Chairman or Tribal Council, including, but not limited to, the following:

- Advise Tribal Chairman, Executive Officers, and Tribal Council on all legal matters impacting the Tribe, its Tribal Government, and its Tribal Entities;
- Prepare and recommend appropriate tribal laws, resolutions, rules and regulations for Tribal Council's approval;
- Develop, implement, and regularly evaluate policies and procedures to effectively oversee the legal services provided to the Tribal Government and its Tribal Entities, including, but not limited to, legal review and approval of contracts, agreements, leases, and similar documents;
- Represent or coordinate the representation of the Tribe in any legal proceeding initiated against Tribal Council, Tribal Government, or any Tribal Entity;
- Research and monitor federal and state legislation that could impact any of the Tribe's interests and recommend appropriate legal or legislative action and oversee lobbying activities of the Tribe;
- Coordinate with Executive Employees to evaluate and make recommendations to Tribal Chairman, Executive Officers, and/or Tribal Council regarding ways to improve the programs and services provided to tribal members, the internal environment of Tribal Government and Tribal Entities for employees, and any other means of advancing the best interests of the Tribe;
- Engage, evaluate, and coordinate legal services that are deemed necessary and provided by outside legal counsel;

- Coordinate with the Tribal Administrator and Chief Financial Officer to prepare and present an annual operating budget for in-house and outside legal services for approval by Tribal Council at least thirty (30) days before the end of the applicable fiscal year;
- Issue advisory opinions on legal questions interpreting Tribal law upon request of the Tribal Council, an individual Tribal Council Member, a Tribal official, or an Executive Employee.

QUALIFICATIONS

To perform the job successfully, the candidate need to meet the following qualifications:

- Juris Doctor Degree
- A member in good standing of the Louisiana State Bar Association or a member in good standing of another State Bar Association and must successfully pass one of the two next regularly scheduled examinations for admission to the Louisiana State Bar Association
- Ten (10) years experience as a practicing attorney
- At least two (2) years experience working with (a) a tribe, tribal entity, or organization dedicated to tribal interests or (b) a federal or state government agency with oversight or responsibility for tribal issues

ADDITIONAL REQUIRED SKILLS

- Ability to maintain appropriate 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
- 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.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE).

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

Interested candidates please submit a completed resume and cover letter to:

Tunica-Biloxi Tribe of Louisiana

Attn: Human Resources

171 Melacon Rd.

Marksville, La. 71351

kdorsey@tunica.org

Disclaimer

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. 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 job.

This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.