

BEAR RIVER BAND OF ROHNERVILLE RANCHERIA IN HOUSE COUNSEL

The Tribe was originally established in 1910 as a home for homeless, landless Native American Indians. In 1958 Rohnerville Rancheria was one of 34 California tribes that was terminated by an act of congress known as the Rancheria Act in December of 1983, the Bear River Band of Rohnerville Rancheria, along with sixteen (16) other California Tribes, regained their federal recognition status by a class action lawsuit known as the Tillie-Hardwick case. The United States granted Federal recognition to our Tribe as a result of the lawsuit, but it did not provide the Tribe with compensation for the land, resources, rights and heritage/culture that was taken from them. Tribal Chairpersons lobbied Congress to get funds set-aside for three years for the Tribe.

IN HOUSE COUNSEL POSITION SUMMARY: Under the direction of the Bear River Band Tribal Council and direct supervision of the Tribal Administrator, the incumbent will assist the Bear River Band of the Rohnerville Rancheria with its legal matters. Provides advice, instruction and guidance to Tribal Council, Tribal Administrator, Chief of Public Safety and other department directors on legal work matters. The incumbent will complete a variety of professional assignments on behalf of the Bear River Band Tribal Council and governmental departments as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE TRIBAL COURT STAFF ATTORNEY:

Perform legal research including extensive analysis of legal positions. Determine and apply legal principles and precedents to problems and issues.

Assists in further developing governmental operations and exercising the tribe's sovereignty. May assist with securing funding tribal government programs and services through grant writing and some grant management.

Provides legal advice, counsel and assistance to Bear River Band Tribal Council and departments in relation to their duties and the operation of the Tribal Government and its programs, projects and services.

Assists in legal matters related to government to government negotiations and agreements with state and county agencies including but not limited to drafting Memorandums of Understanding outlining the roles and responsibilities of partner agencies.

May appear in state and/or federal and/or Tribal court hearings to represent the jurisdictional/sovereign positions of the Bear River Band Tribal Council. May appear in Bear River Band Tribal Court as a prosecutor on behalf of the Tribe.

Provides opinions on drafts, documents, and policies, and attends meetings as assigned.

Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of a case.

Collaboratively interacts with the Tribal Council, Tribal Administrator, Chief Judge of the Tribal Court, Chief of Public Safety, the Tribal Court's staff attorney and various other court and law enforcement officials, attorneys, and community groups. Assists in the development and coordination of Tribal Council activities and governmental programs. Performs related work as assigned to meet the needs of the government of the Bear River Band of the Rohnerville Rancheria.

Please Apply @ www.bearrivercasino.com

QUALIFICATIONS:

Prefer litigation experience in both state, federal, and tribal court.

Must be licensed to practice law in the state of California.

Must have computer knowledge sufficient to do legal research; ability to use the Internet and e-mail correspondence.

No convictions for misdemeanor offenses within the last twelve (12) months, no previous felony convictions, or bar ethics violations or on-going ethical violations.

No findings of a breach of bar ethics. Candidate must disclose if one has occurred or is pending review.

Highly skilled, both orally and in writing.

Must have transactional experience i.e., drafting of legal opinions and legislative drafting, etc.

Experience in administrative hearings preferred.

Natural resource or real estate law experience preferred.

Indian law experience, federal, state or local governmental experience preferred

Prefer some working knowledge of the functions of court programs: Wellness (Drug), Civil-Family (Child Support), Civil, Juvenile, and Criminal.

Demonstrates knowledge of the Indian community, its organization, needs, and values.

Demonstrates knowledge of the mission and goals of the Bear River Band of the Rohnerville Rancheria.

Must accept confidentiality as a strict condition of employment.

Must be able to pass background checks.

Must be proficient in operating various computer based programs (i.e., MS Word, Excel, etc....)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability requires.

EDUCATION/EXPERIENCE: Graduation from an accredited law school, is a member of good standing of the California Bar and 3 years of experience in state, federal, and /or tribal courts, and 3 years of experience in government, preferably tribal or Bear River Band of the Rohnerville Rancheria. Equivalent combinations of education and experience are qualifying.

Must Type 40 WPM. Incumbent will be required to type accurately at a rate sufficient to produce final documents and enter information into computer system.

Experience in financial record keeping.

Experience with Microsoft Office (Excel, Access, Outlook, Word, Publisher)

Ability to create, read, and interpret legal documents and procedural manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups.

Ability to maintain confidentiality of cases, customers, and proceedings.

Must be bondable and/or meet other requirements by insurance carrier.

CERTIFICATES, LICENSES, REGISTRATIONS:

Shall possess a valid driver's license in California and be insurable.

Shall possess a license to practice law in California issued by the State Bar of California and be in good standing.

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