

## COLORADO RIVER INDIAN TRIBES

### JOB DESCRIPTION

DEPARTMENT: Office of Attorney General

POSITION: Deputy Attorney General-Civil

SALARY: \$75,000 to \$90,000 DOE

BENEFITS: Health and Life Insurance, Paid Holidays, Sick Leave, Annual Leave and 401(k) Plan

CLOSING DATE: Open Until Filled

APPLY: Colorado River Indian Tribes  
Human Resources Department  
26600 Mohave Road  
Parker, Arizona 85344

**ABOUT THE OFFICE OF THE ATTORNEY GENERAL:** 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:** 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:

- Representing the Tribal government and its departments and enterprises in tribal, federal, state, judicial and administrative forums at the federal, tribal, and state levels;
- Drafting and reviewing agreements, contracts, leases, and correspondence;
- Provide legal opinions on various matters including administrative, law enforcement, real estate, human resources, environmental, gaming and general business law;
- Drafting legislation, regulations, and policy;
- Assist Tribal Departments in enforcing Tribal Codes;
- Responsible for general civil litigation, adult guardianship cases, as well as EPO and Fish & Game cases, and back-up/conflict support for adult criminal, juvenile delinquency, and child in need of care cases, which includes making regular court appearances and drafting court pleadings for Tribal Court;
- Communicate, advise, and meet with Tribal Council, department directors, and enterprise managers when necessary;
- Other duties as assigned.

### REQUIREMENTS:

- Graduate of an ABA accredited law school preferred;

- Must be a licensed member in good standing of a state bar, Arizona or California state bar is preferred;
- At least one year experience in the practice of law is preferred;
- Knowledge of principles of Federal Indian law and/or administrative law preferred;
- Valid Arizona or California's driver's license;
- Ability to pass pre-employment substance abuse screening;
- Ability to pass a background check;
- Ability to travel when necessary.

#### PREFERRED QUALIFICATIONS:

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

**INDIAN PREFERENCE:** The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(i) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.