

Senior Staff Attorney Government

Under the direction of the Managing Attorney - Government, the Senior Staff Attorney – Government provides legal advice and support to the San Manuel Band of Mission Indians (SMBMI) and its instrumentalities and enterprises on emerging issues related to the Tribal government and its economic development ventures. The Senior Staff Attorney provides recommendations for and assists with a broad array of areas as directed with supervision from the Managing Attorney – Government and implements best practices to address emerging legal and business issues related to the Tribal government and its economic development ventures.

Essential Duties & Responsibilities

1. Provides recommendations to Tribal leadership and enterprise executives to minimize legal/financial exposure of the Tribal government and its economic development enterprises. Assists in counseling all levels of leadership, and team members in diverse areas related to the Tribal government and its economic development operations. Focuses on areas including but not limited to Tribal law and governance, Federal Indian law, Tribal and commercial gaming, regulatory compliance, intergovernmental affairs, political matters, administrative rule making, litigation, and other legal issues as directed.
2. Analyzes and drafts Tribal laws, regulations, policies, notices, and other documents in coordination with and in support of other Tribal departments and entities. Prepares legal documents related to Tribal entity governance, including resolutions, by-laws, meeting minutes, and other enterprise documents.
3. Addresses Tribal, Federal, and State regulatory agency applicability and requirements. Advises on proposed and existing legislation, and participates in drafting proposed State and Federal legislation. Assists in participating in State and national attorney work groups on matters related to Federal Indian law and gaming law issues, including legislative and litigation matters.
4. Assures best practices and timely updates to address emerging legal and operational issues related to the Tribal government and its economic development ventures. Assists in due diligence in various transactions through strategic thinking and tactical decisions with various departments and economic developments.
5. Performs other duties as assigned to support the efficient operation of the Department.

Education/Experience/Qualifications

- Juris Doctor from an American Bar Association accredited law school is required.
 - Studies in federal Indian law and tribal or commercial gaming is preferred.
- Minimum of five (5) years of experience as a licensed attorney is required.
- Equivalent combination of education and progressive, relevant and direct experience may be considered in lieu of minimum educational/experience requirements indicated above.
- Experience working as an attorney at a law firm is preferred.
- Extensive litigation experience in the areas of Federal Indian law, tribal gaming, and/or commercial gaming is preferred.

- Must have demonstrated ability exercising utmost discretion with confidential information.

Certificates/Licenses/Registrations

- At the discretion of the San Manuel Tribal Gaming Commission, you may be required to obtain and maintain a gaming license.
- A qualified candidate/employee must have a valid driver's license with an acceptable driving record as determined by the company's insurance carrier.
- As a condition of employment with the San Manuel Band of Mission Indians Legal Department, incumbents are required to undergo and successfully pass pre-employment and annual post-employment background investigation including, but not limited to, Live-Scan fingerprinting, drug screening and criminal history background check.
- Must be a member of the California Bar in good standing.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with applicable law.