

# REDDING RANCHERIA

## POSITION DESCRIPTION

|  |  |   |  |
|--|--|---|--|
|  |  | DATE:<br><b>June 6, 2017</b>                  |  |
|  |  | JOB NUMBER:<br><b>ATTY101</b>                 | CLASSIFICATION LEVEL:<br><b>Group 24</b> |
| POSITION TITLE:<br><b>Staff Attorney</b>                                     |  | DIVISION/DEPARTMENT:<br><b>Administration</b> |  |
| REPORTS TO [JOB TITLE AND/OR DIVISION/DEPARTMENT]:<br><b>Tribal Attorney</b> |  |   |  |
| FLSA STATUS:<br><b>Exempt</b>  |  | POSITION STATUS:<br><b>Full-time</b>          |  |

### **BASIC JOB PURPOSE/FUNCTION:**

Under the direction of the Tribal Attorney, Staff Attorney will provide legal advice and legal assistance to the Tribal Council and the Tribal administration. Consults directly with the Tribal Attorney and as directed with the Chief Executive Officer, the Executive Team, department heads and casino management.

### **ESSENTIAL JOB DUTIES:**

1. Develop special expertise in federal Indian law as well as those aspects of California law affecting tribal operations.
2. Acquire familiarity with Tribal programs, operations and laws.
3. Conducts legal research and drafts legal memoranda and documents.
4. Assists tribal court litigants in filling out forms and preparing motions for tribal court.
5. Prepares/reviews legal documents, such as contracts from all the tribes' organization, including the Health Center, Casino, Tribal Office and Head Start.
6. Represents client before quasi-judicial or administrative agencies of government.
7. Represents the Tribe and its departments in administrative and legal proceedings
8. Interprets laws, rulings, and regulations for individuals and businesses.
9. Prepares and files motions.
10. Drafts Tribal ordinances and regulations.

### **NONESSENTIAL JOB DUTIES:**

1. Keeps apprised of all Indian Gaming laws and issues.
2. Keeps apprised of all recent employment law standards applicable to tribes
3. Assist Supervising Attorney in drafting tribal ordinances.
4. Other duties as assigned.

### **SUPERVISION EXERCISED:**

None

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge and understanding of federal Indian Law.
- Comprehensive understanding of evidentiary rules and their application
- Comprehensive understanding of federal, tribal and state court procedure.
- Excellent research skills, including ability to seek out resources.
- Knowledge of tribal court jurisdiction and operations.
- Knowledge and experience conducting investigations.
- Excellent writing and speaking skills.
- Ability to analyze and organize facts, evidence and legal precedents and to present such material in clear and logical form.
- Ability to work independently and without intensive supervision.
- Ability to perform under time constraints.

**REQUIREMENTS/MINIMUM QUALIFICATIONS:**

- Must be a graduate of an accredited law school and a member in good standing of a state bar.
- Must pass the California Bar exam and become a member of the California State Bar within a reasonable time period after commencing work for the tribe.
- Must have at least five (5) years of experience as an attorney including at least two (2) years of experience in federal Indian Law.
- Must pass pre-employment drug screening.
- Indian preference.

**WORKING CONDITIONS:**

Work is primarily performed in an office environment. Position requires extended periods of time sitting, viewing a computer monitor and writing. Travel, as well as appearances in public courts can be expected. The noise level is usually quiet.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and Redding Rancheria reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

The job description does not constitute an employment agreement between the Redding Rancheria and employee and is subject to change by the Redding Rancheria tribe.