

Deputy Attorney General

\$90,000.00 - \$94,500.00 Annually

JOB SUMMARY:

The Office of the Attorney General provides legal representation to the Colorado River Indian Tribes, its Tribal Council, departments, and enterprises. The Deputy Attorney General works with all Tribal Departments, under the supervision of the Attorney General, to act as general counsel for and on behalf of the Tribes.

DUTIES AND RESPONSIBILITIES:

- Represents the Tribal Government before all Federal, Tribal and State courts, administrative proceedings, tribunals, departments, agencies and committees of the Congress and the State Legislatures on behalf of the Tribe.
- Advise and consult with and give legal assistance to the Tribal Council and its officers, in their official capacities,
- Assist in Tribal administrative matters upon request of the Tribal Council or its designated representative.
- Attorney General shall not be required to render legal services for, represent, or appear on behalf of, any member of the Tribe in that member's individual capacity, nor shall Attorney General act in the capacity of tribal Public Defender.
- In the absence of the Attorney General, the Deputy Attorney General is responsible for the management, supervision and direction of the Office of the Attorney General and the Office of the Prosecutor.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles of Federal Indian law and/or administrative law.
- Must have a working knowledge of computers, with ability to use Microsoft Word, Excel and Outlook.
- Must be familiar with internet, Westlaw, PACER and other programs used in the legal profession.
- Excellent writing and communication skills.
- Must have strong organizational skills to meet deadlines.
- Ability to pass both Tribal and Federal (OMB Public Trust Position) background checks.
- Must be able to maintain confidentiality at all times, dependable and punctual.

MINIMUM QUALIFICATIONS:

- Graduate of an ABA accredited law school.
- At least seven (7) years of experience in the practice of law is preferred
- High School Diploma or equivalent GED Licenses:
- Must be a licensed member in good standing of a state bar, Arizona or California state bar is preferred.
- Current valid state issued driver's license is required for employment