

Post date: _____

Close date: _____

CATAWBA INDIAN NATION

Job Description

POSITION: Deputy Tribal Attorney

PAY RANGE: Pay Band 9, starting pay depends on qualifications and experience

JOB DESCRIPTION: The Deputy Tribal Attorney is responsible for providing legal services and representation on issues confronting the Tribal Government and its entities and enterprises, providing guidance and assistance to Tribal Government departments, developing Tribal Codes, and assisting in supervising outside counsel. The Deputy Tribal Attorney must have the ability to work closely and develop relationships with partner agencies in and outside of the Tribe, organize and establish priorities, manage multiple projects effectively, and meet deadlines.

This position supports the CIN Mission by being a leader in the Legal Services Department that seeks to protect the interest and sovereignty of the Catawba Indian Nation and promote collective and individual self-sufficiency of the Catawba people. The Deputy Tribal Attorney reports to the Tribal Attorney. This position is subject to the CIN Personnel Policies and Procedures Manual.

ESSENTIAL DUTIES

- Provide legal counsel and representation to the General Council, Executive Committee, the Nation's departments, commissions, boards, and other entities as required to carry out the business of the Tribal Government and achieve the Nation's overall objectives
- Enhance and protect the Nation's sovereignty, jurisdiction, and authority
- Provide a broad range of legal services including, but not limited to gaming law, contract law, employment law, administrative law, and tribal jurisdiction
- Draft and review legal documents, including, but not limited to, Tribal ordinances, leases, policies, letters, Tribal resolutions, Tribal policies and procedures, and briefs
- Provide contract review and drafting
- Keep the Tribal Attorney informed of all issues, challenges, concerns, and successes, including the preparation and submission of reports to ensure accountability
- Work collaboratively in a team environment to support the functions of the Legal Department
- Attend conferences, educational courses, and training to maintain professional growth and development and improve professional competence
- Monitor and stay informed on Tribal, state, and federal legislation and issues and other legal developments, issues, and cases that could affect the Tribe and its entities
- Perform other duties as assigned

MINIMUM REQUIREMENTS

- Must possess Juris Doctor Degree from an ABA accredited law school
- 4-6 years of relevant experience in Federal Indian Law and Tribal Law, with knowledge and experience in gaming law, employment law, and contract review and drafting
- Must be a member of the South Carolina and North Carolina State Bars and licensed to practice law in the States of South Carolina and North Carolina or eligible to become licensed in these states within 12 months of hire
- Must have a comprehensive understanding of tribal sovereignty and tribal jurisdictional matters
- Ability to conduct legal research that is accurate and thorough and provide accurate and useful legal advice
- Ability to organize and establish priorities, manage multiple projects effectively, and meet deadlines
- Strong written and oral communication skills
- Ability to attend trainings and classes as required
- Ability to work evenings or weekends as required

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; bend so as to open/use lower drawers or cabinetry; to talk, hear, and see. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Catawba Indian Nation exercises INDIAN PREFERENCE

Native American Indian preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473).

Background checks and drug screening are requirements for employment.