

**The Circle Law Group
Sacramento Office
Attorney Job Description**

ABOUT THE FIRM:

The Circle Law Group, P.C. is a majority-Indian owned law firm representing tribal governments and tribal businesses located in Sacramento, California. We specialize in the field of tribal, state and federal law and its application to tribes, tribal businesses, government negotiations, tribal housing, land use and planning, cultural resource protection and representation related to internal tribal governance matters. We represent tribes and tribal businesses across the state of California and western states. A qualified attorney candidate may work in the Sacramento office or in a hybrid mode. Seeking two qualified candidates. Position open until filled.

RESPONSIBILITIES:

1. Provide counsel and legal services to clients as well as represent clients in a professional manner while maintaining express confidentiality.
2. Participate in business development functions (trade shows, seminars, etc.) to maintain and build client relationships as well as expand business.
3. Travel to off-site meetings with prospective and current clients as needed.
4. Apply knowledge of business issues, legal procedures, cases, statutes, and other regulatory authority to effectively counsel clients.
5. Communicate with opposing attorneys through personal contact, telephone/email and facsimile to expedite cases to closure.
6. Conduct legal research by preparing legal memoranda and necessary pleadings required in all aspects of state, federal and tribal litigation matters on an as needed basis.
7. Appear at hearings and trials as needed and/or assigned.
8. Draft tribal codes, regulations, agreements, analyze and review legal documents as needed.
9. Interface with clients on a continuous basis.
10. Comply with all court and state bar licensure obligations.
11. Comply with firm employee handbook and other processes.

12. Perform other related duties as assigned.

SKILLS:

Understanding of federal Indian law principles and tribal sovereignty required
Excellent verbal communication skills
Professional written communication skills
Experience using law firm technology
Project management ability
Well-developed presentation skills
Ability to record time daily and work independently
Literate in Microsoft Office programs, Adobe and Timeslips software

EDUCATION/TRAINING:

Degree: Juris Doctorate from an ABA Accredited University
License: Admitted to the California State Bar

OTHER REQUIREMENTS:

Driver's License
Writing sample
Federal Indian law program certificate or equivalent experience

SALARY RANGE:

\$100,000-\$150,000 per year depending on experience. Position open until filled.

Please submit the following:

- Cover Letter
- Resume
- Official/Certified Law School Transcript (if ≥ 5 years of experience)
- Documentation of California State Bar admission
- Writing Sample
- Tribal Citizenship documentation

Contact Michelle Lee at (916) 809-8900 or michelle@thecirclelaw.com for more information.

