



## EMPLOYMENT OPPORTUNITIES

**Job Title: Assistant General Counsel**

**Closing Date: 02/19/2025**

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

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Job Number: 25-321

Job Type: Contract Position

Department: Office of General Counsel

City: Sacaton, AZ

Location: 252 W. Gu U Ki Road

Area of Interest: Legal

Salary/ Hourly Rate: \$117,627 - \$152,627 Salary

### DISTINGUISHING FEATURES OF THE CLASS:

The Assistant General Counsel assists the General Counsel in providing legal advice and legal representation of the Gila River Indian Community.

### ESSENTIAL FUNCTIONS:

- Assist the General Counsel and Deputy General Counsel in advising and representing the Community in any and all legal matters in Community courts, state, and federal courts, and/or provide assistance on legal matters.
- Represent the Community in civil matters as necessary, including civil trespass, exclusion, mental health, collection proceedings, grievance hearings, housing matters and administrative hearings.
- Advise Community officials, departments, programs and committees concerning legal matters.
- Assist the Legislative Standing Committee in revising and codifying the laws and ordinances of the Community, as well as drafting and reviewing resolutions.
- Draft and review departmental or programmatic policies and procedures.
- Draft and review contracts and business documents for the Community and provide legal support for economic development projects and transactions.
- Perform other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Working knowledge of the United States code and federal Indian case law.
- Considerable working knowledge of the federal legislative processes, federal policy and rulemaking, and federal legislation affecting Indian Tribes.
- Knowledge of Arizona law and State proceedings.
- General knowledge of tribal legal systems including tribal codes.
- Willingness to work on complex issues involving land and water rights.
- Strong legal research skills.
- Strong written and oral communication skills.
- Ability to establish and maintain effective working relationships with other employees, Community officials, and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

**REQUIRED EDUCATION/EXPERIENCE:**

- Juris Doctorate degree from an accredited law school and member in good standing of the State Bar of Arizona; or must be able to obtain admission to the State Bar of Arizona through reciprocity within a timeframe acceptable to the General Counsel.
- Submission of an acceptable legal writing sample (10-20 pages).

**ADDITIONAL REQUIREMENT:**

- Required to pass a background check.

Non-Supervisory, Contract Position  
Reports to General Counsel or designee

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**BENEFITS:**

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

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Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.**

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: **[www.gilariver.org](http://www.gilariver.org)**