



<b>Job Position:</b> Tribal Attorney General	<b>Status:</b> Full-Time/Exempt
<b>Division:</b> Administration	<b>Salary:</b> Based on Experience
<b>Posting Date:</b> August 11, 2019	<b>Closing Date:</b> Open Until Filled

## **Job Description**

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### **Summary**

The position of Attorney General shall be responsible for protecting all Tribal assets, defending the integrity of the Tribe, assisting and advising all Tribal entities in their pursuit of progress on behalf of Tribal citizens, and managing and providing legal services and representation to the Tribe, its Tribal Government, and its Tribal Entities.

### **Essential Duties and Responsibilities:**

The Tribal Attorney General shall perform such legal services as delegated by the Tribal Chairman or Tribal Council, including, but not limited to, the following:

- Advise Tribal Chairman, Executive Officers, Tribal Council and Tribal Administrator on all legal matters impacting the Tribe, its Tribal Government, and its Tribal Entities;
- Prepare and recommend appropriate tribal laws, resolutions, rules and regulations for Tribal Council's approval;
- Develop, implement, and regularly evaluate policies and procedures to effectively oversee the legal services provided to the Tribal Government and its Tribal Entities, including, but not limited to, legal review and approval of contracts, agreements, leases, and similar documents;
- Represent or coordinate the representation of the Tribe in any legal proceeding initiated against Tribal Council, Tribal Government, or any Tribal Entity;
- Research and monitor federal and state legislation that could impact any of the Tribe's interests and recommend appropriate legal or legislative action and oversee lobbying activities of the Tribe;
- Coordinate with Executive Employees to evaluate and make recommendations to Tribal Chairman, Executive Officers, and/or Tribal Council or Tribal Administrator as appropriate regarding ways to improve the programs and services provided to tribal citizens, the internal environment of Tribal Government and Tribal Entities for employees, and any other means of advancing the best interests of the Tribe;
- Engage, evaluate, and coordinate legal services that are deemed necessary and provided by outside legal counsel;
- Coordinate with the Tribal Administrator and Chief Financial Officer to prepare and present an annual operating budget for in-house and outside legal services for approval by Tribal Council at least thirty (30) days before the end of the applicable fiscal year;
- Issue advisory opinions on legal questions interpreting Tribal law upon request of the Tribal Council, an individual Tribal Council Member, the Tribal Administrator, a Tribal official, or an Executive Employee.



**Qualifications:**

To perform the job successfully, the candidate needs to meet the following qualifications:

**Education and Experience:**

- Juris Doctor Degree
- A member in good standing of the Louisiana State Bar Association or a member in good standing of another State Bar Association and must successfully pass one of the two next regularly scheduled examinations for admission to the Louisiana State Bar Association
- Ten (10) years experience as a practicing attorney
- At least three (3) years’ experience working with (a) a tribe, tribal entity, or organization dedicated to tribal interests or (b) a federal or state government agency with oversight or responsibility for tribal issues

**Additional Required Skills**

- Ability to maintain appropriate confidentiality
- Ability to work in a high-performance, fast-paced, high-pressure environment
- Exceptional interpersonal and communication (verbal and written) skills
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality
- Organized with unfailing attention to detail and outstanding project management skills
- High level of comfort/ease interacting with all levels in the Tribe
- Ability to translate complex legal issues and requirements into understandable terms for easy dissemination across all sectors of tribal interests
- Ability to work odd and irregular hours, as needed
- Must be people-oriented and relate well to people from diverse backgrounds
- Must successfully pass the required criminal and character background check
- Ability to travel and participate in required training, leadership development and other events
- Ability to adequately and successfully perform all duties and responsibilities of this position

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.

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*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*



## **Disclaimer**

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

## **SELECTION PROCESS:**

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

## **REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

## **SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

**Tunica-Biloxi Tribe of Louisiana**

**Attn: Human Resources**

**150 Melacon Rd.**

**Marksville, La. 71351**

**[HR@tunica.org](mailto:HR@tunica.org)**



