



Tolowa Dee-ni' Nation

Position Description

Title: Associate Tribal Attorney

FLSA: Exempt

Pay Grade: 12-13 (\$75,233-\$117,686)

Subordinates: Yes

Department: Justice Department

Status: Full Time

Supervisor: General Counsel

Grant Funded: No

Position Summary:

Under the supervision from the General Counsel the ATA serves the Tolowa Dee-ni' Nation in the administration of the legal affairs of the government, departments and enterprises. The Associate Tribal Attorney will complete professional assignments provides legal advice and representation to the Nation as directed by the General Counsel. Manages assigned caseload, ensures that applicable laws are followed, and that tribal sovereignty is protected and enhanced.

Essential Duties and Responsibilities:

1. Provides legal guidance to the Tolowa Dee-ni' Nation Tribal Council, departments and enterprises on matters regarding the sovereignty, jurisdiction, taxation and other areas as assigned by the General Counsel.
2. Provide direct and comprehensive legal services to Tribal Council, Directors
3. Prepare legal briefs, white papers or other legal opinions, develop strategies, arguments and testimony in preparation for the presentation to Tribal Council, Tribal or State Court.
4. Manages assigned legal caseload, and ensures that applicable laws are followed and that Tolowa Dee-ni' Nation sovereignty is protected. Reviews, analyzes and interprets laws, rules, regulations and related legal documents and advises Tribal Council, Tribal administration, and legal matters affecting the Tolowa Dee-ni' Nation (TDN). Reviews and drafts ordinances, policies, contracts and other legal documents at the request of the Tribal Executive Administration.
5. Maintains and preserves legal files
6. Monitors all litigation involving or affecting the TDN in tribal, state or federal forums. Informs the Tribal Council and Tribal Executive Administration of significant developments in litigation.
7. Assists the Tribal Administration in resolving complex legal issues impacting the TDN including legislation, taxation, economic development and tribal sovereignty. Provides guidance in drafting appropriate legal opinions and responses to complex legal issues.
8. Prepare and submit necessary reports, contracts, or draft tribal laws, codes or titles.
9. Other duties as assigned.

Minimum Qualifications:

1. Excellent interpersonal skills are required in order to work effectively with the general public and department staff. Must be able to demonstrate empathy, courtesy, respect, and maturity while maintaining a professional appearance and demeanor.
2. No findings of a breach of bar ethics. If any bar association of any jurisdiction as or is initiated discipline procedures against the candidate

3. Demonstrated knowledge of the Indian community, its organization, and needs.
4. Must accept confidentiality as a strict condition of employment.
5. Demonstrated ability to communicate effectively, both verbally and in writing at various levels of interaction ranging from individuals, community based organizations to government entities.
6. Must possess a valid California or Oregon driver's license.
7. Must be able to pass a background check, have no felony convictions and no misdemeanor convictions involving crimes of moral turpitude.
8. Must submit to and pass a pre-employment drug and alcohol screen.
9. Qualified American Indian Preference applies.

Education and Experience:

1. Graduation from accredited college or university with a Bachelor Degree;
2. Graduation from an accredited college or university with a Juris Doctorate Degree;
3. Three (3) years of specialized experience as involving federal Indian law, employment law, commercial transactions, gaming law, leasing and planning and zoning or child welfare.
4. **Special Requirements:** Membership in a State Bar preferably the California State Bar, and must be eligible to be admitted to practice in Federal District Court. No outstanding contempt citation from any court. If not licensed and certified by the California State Bars as of date of hiring, employment shall be conditioned on successful completion and passing of the California State Bar exam within one(1) year.

Preferred Knowledge:

1. Knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.
2. Knowledge of Tribal, State and Federal laws, rules regulations and policies, including Federal Indian law.
3. Knowledge of legal research method, legal research software and use of data bases. Knowledge of commercial business transactions.
4. Skill in employee supervision, including planning, scheduling training ad performance evaluations.
5. Skill in interpreting and applying statues and ordinances.
6. Skill in evaluation of staff performance and conducting timely performance evaluation.
7. Skill in establishing and maintaining effective working relationships with Tribal administration, Council members, community members and appropriate outside entities.
8. Skill in negotiation of complex contracts or agreements.
9. Ability to analyze difficult and complex legal issues and apply legal principles.
10. Ability to analyze appraise and organize facts, evidence and precedents and to present statements of fact, law and argument clearly and logically both orally and in writing.

Supervisory Responsibilities:

Supervise assigned Justice Department staff.

Language Skills:

Ability to read, analyze, and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/move 50 pounds.

Position could require occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

Vision Requirements:

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Color vision (ability to identify and distinguish color).

Work Environment:

The work environment temperature can fluctuate between 50 to 80 degrees Fahrenheit due to open doors and windows. The job could require inside and outside activities. There are many distractions and the noise level could escalate during working time.

Additional Work Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve

regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____