



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 183-20

OPENING DATE: 12/16/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Associate General Counsel I
PAY GRADE: E12 (\$38.83/hr. - \$56.30/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Legal Department
REPORTS TO: General Counsel
BACKGROUND LEVEL: High Public Trust

JOB PURPOSE: Under the direction of General Counsel, provides professional legal counsel in the areas of tribal government, federal-tribal relations, jurisdiction issues, environmental and natural resources law and policy, economic development, tribal business enterprise, and employment issues. Works to protect tribal assets and preserve tribal sovereignty.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Reviews and recommends actions on a wide range of complex legal issues for Tribal Administration, Tribal Council and Tribal Enterprises.
- Represents the Tribe and its representatives in judicial, executive, or administrative proceedings.
- Prepares and reviews contracts, agreements, leases, rights of way and similar documents in order to maintain the best legal interest of the pueblo.
- Provides legal advice and services on legal rights, obligations and privileges of the Pueblo.
- Drafts policies and procedures for government departments and entities.
- Studies federal legislation, federal regulations, constitutions, statutes, decisions and ordinances of judicial bodies.
- Examines legal data and conducts research on assigned legal matters; drafts legal memorandums summarizing results and legal conclusions.
- Assists in negotiating contracts, purchases and other agreements maintaining the best legal and financial interests of the Pueblo.

- Develops, drafts, and amends ordinances as directed by Tribal Council and/or the Governor.
- Communicates with other specialized attorneys working on POI issues.
- Acts as a liaison for the Tribe between federal, state, or local intergovernmental entities.
- [Prepares and presents litigation documents for tribal, state, or federal court](#) hearings and trials.
- Undertakes special legal and administrative projects at the discretion of General Counsel.
- Maintains current working knowledge of trends in various aspects of the law.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Hosts regular staff meetings to ensure communication among staff regarding program-related activities.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Juris Doctor or L.L.B. from an accredited law school.
- Zero - Three years of experience in the practice of law, including Indian Law and tribal court, federal and constitutional law, litigation, environmental and natural resources, employment law, and closely related fields dealing with tribal interests.
- Member of the New Mexico State Bar Association or admitted to practice in another state bar, with the ability to obtain NM state bar within one year of employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of federal, state, local and tribal law, legal research and working knowledge of research methods, lawmaking and rule making systems is required.
- Knowledge of contracts and grants preparation and analysis.
- Knowledge of the Isleta Pueblo, its history and culture.
- Knowledge of litigation, employment law, and business law.
- Knowledge of tribal, state, and federal court procedures.
- Knowledge of tribal casino class III compacts and the Indian Gaming Regulatory Act.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in interpreting federal and case law, codes, ordinances, and administrative rules.
- Ability to negotiate and draft contracts, compacts, and leases.
- Ability to analyze and organize facts, evidence, and legal precedents and present information and material in a clear and logical form.

- Ability to appraise legislation for its need, meaning, intent, logical development and clarity of policy expression.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to exercise initiative and independent judgment.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to create and present effective speeches and presentations.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is generally performed in an interior/office/courtroom environment.
- Some travel may be required.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.