



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Legal Intern</u>	OPENING DATE:	<u>October 18,2023</u>
CLASSIFICATION:	<u>Full-Time/Temp</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Ofc. of General Counsel</u>
RATE OF PAY:	<u>\$25/hr (\$1000/wk)</u>	SUPERVISOR:	<u>General Counsel</u>

OPPORTUNITY: Summer 2024 for 8-Weeks

HIRING PREFERENCE POSITION CATEGORY: B

SUMMARY:

The Pechanga Tribal Government Legal Intern will work on cutting-edge legal projects under the direct supervision and guidance of experienced attorneys in the Office of the General Counsel. The Legal Intern will perform legal research and writing assisting the Office of the General Counsel in its role representing and advising the Pechanga Band and its governmental and corporate entities.

The internship period will extend for 8 weeks in Summer 2024, with start and end dates to be determined based on the Legal Intern's law school calendar. In order to maximize the training benefit of the internship, the Legal Intern will be expected to work in person on the Pechanga Indian Reservation for the duration of the internship period. Telecommuting will not be permitted.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Legal Intern will provide vital assistance with legal matters under the direction and supervision of a licensed attorney. Responsibilities include:

- Conduct legal research and draft associated memoranda
- Assist with the drafting of tribal legislation, ordinances, resolutions, administrative rules and regulations, policies and procedures, contracts and other documents and instruments
- Manage and update databases of tribal law

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- **Must** be currently enrolled as a 2L at an ABA accredited law school
- **Must** have completed coursework in American Indian law including, at a minimum, Federal Indian Law
- **Must** be able to conduct legal and general research that is accurate and thorough
- **Must** have excellent capacity to organize and establish priorities
- **Must** comply with the Pechanga Tribal Government's Drug-Free Workplace Policy, including pre-employment, post-accident or injury, and random drug testing
- **Must** successfully pass a pre-employment background investigation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to: Email: HR@PECHANGA-NSN.GOV Fax: 951-587-2209

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.