



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Legal Intern – Summer 2024
STATUS: Non-Exempt
CLASSIFICATION: Full-Time Temporary
DEPARTMENT: Pechanga Office of the General Counsel
SUPERVISOR: General Counsel
POSITION CATEGORY: B
RATE OF PAY: \$25.00/hour (\$1000/week)
PROGRAM DURATION: Eight (8) weeks

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
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

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.

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 have the ability to manage multiple projects effectively and meet firm deadlines
- Strong written and oral advocacy skills are required
- 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

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have good written and verbal communication skills and an excellent ability to advocate and persuade
- Must have the ability to analyze and apply legal principles, facts, evidence and precedents to legal problems
- Must possess good interpersonal skills and have the ability to work in a supportive and professional manner with attorneys and support staff
- Must be able to establish and maintain effective working relationships with the Pechanga community, Tribal Council, Tribal department staff, committee members and other parties
- Must have a thorough knowledge of and commitment to professional ethics standards, particularly those rules that relate to the representation of governments and other organizations
- Must have proficiency in legal research techniques, good electronic and library research skills, and a good working knowledge of other legal resources
- Must have the ability to be persuasive and tactful in controversial situations

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. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally required to use hands to finger, handle, feel, or grasp objects; and to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. They must be able to speak clearly so listeners can understand and understand the speech of another person.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, General Membership meetings and when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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