



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB ANNOUNCEMENT

	Senior Associate		
POSITION TITLE:	<u>General Counsel</u>	OPENING DATE:	<u>September 13, 2023</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Exempt</u>	DEPARTMENT:	<u>Offc. of General Counsel</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>General Counsel</u>

HIRING PREFERENCE POSITION CATEGORY:	C
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SUMMARY:

The Senior Associate General Counsel works under the direct supervision of the General Counsel. The Senior Associate General Counsel provides strategic legal advice and counsel to the Pechanga Band of Indians and all of its governmental and commercial entities to advance compliance with applicable laws, and minimize legal risk to the Tribe and its assets. The Senior Associate General Counsel also advocates for the Tribe's interests at the direction of the General Counsel in negotiations and legal and administrative proceedings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respond to and provide legal advice to the General Counsel on any issues affecting the Tribe or any of its governmental or commercial entities
- Enhance and protect the Tribe's sovereignty, jurisdiction and authority
- Conduct legal research
- Provide legal representation in administrative proceedings and litigation
- Review contracts and engage in contract negotiations as directed
- Ensure tribal compliance with applicable laws, regulations, and policies through regular consultation with internal clients
- Identify and assess legal risks and opportunities and advise internal clients accordingly
- Independently manage legal matters and projects ranging from basic to complex
- Educate internal clients on legal matters, policies, and procedures
- Oversee and coordinate retained outside legal counsel as directed by the General Counsel to ensure the Tribe's interests are being protected.
- Work with the General Counsel and Deputy General Counsel to draft Tribal legislation, ordinances, resolutions, administrative rules and regulations and other documents and instruments
- Assist the General Counsel in planning, developing, coordinating, advising, and directing the activities of the office
- At the direction of General Counsel assist with training of junior attorneys and staff
- At the direction of General Counsel attend conferences, educational courses and training, to maintain professional growth and development and improve professional competence

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.

- Adhere to tribal law and other applicable laws, and all policies and procedures of the Pechanga Tribal Government

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Juris Doctor Degree from an ABA accredited law school **required**.
- Member of the California State Bar and licensed to practice law in the state of California required OR willing to take the California Bar and must pass within two bar exam cycles as a condition of employment
- No less than 5 years' experience in American Indian law preferred
- Comprehensive understanding of tribal sovereignty and tribal jurisdictional matters
- Superior ability to conduct legal and general research that is accurate and thorough
- Superior ability to provide accurate, useful, and understandable information and reliable legal advice
- Excellent capacity to organize and establish priorities
- Ability to manage multiple projects effectively and meet firm deadlines
- Strong written and oral advocacy skills
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy, including required drug testing prior to and during employment, and must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** – Medical, dental and vision coverage
- **Life and Long-Term Disability** - \$100,00 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

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

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