



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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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

JOB TITLE: Senior Associate General Counsel
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Office of the General Counsel
SUPERVISOR: General Counsel
POSITION CATEGORY: C
RATE OF PAY: DOE

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

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.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work closely and effectively with the General Counsel, Deputy General Counsel, department staff, and elected officials on matters affecting the Tribe or any of its entities or departments
- Excellent written and verbal communication skills and a superior ability to advocate and persuade
- Ability to analyze and apply legal principles, facts, evidence, and precedents to legal problems
- Excellent interpersonal skills and the ability to work in a supportive and professional manner with elected officials, other attorneys, and staff
- Ability to establish and maintain effective working relationships with the Pechanga community, elected officials, staff, and third parties with whom the Tribe engages
- Thorough knowledge of and commitment to professional ethics standards, particularly those rules that relate to the representation of governments and other organizations
- Proficiency in legal research techniques, excellent electronic and library research skills, and good knowledge of other legal resources
- 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.

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This is a largely sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary. Employee is occasionally required to use hands to finger, handle, feel or grasp objects; and 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an 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, or moderately noisy during events, General Membership meetings and when working 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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