



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:	Deputy General Counsel	OPENING DATE:	July 27, 2022
CLASSIFICATION:	Full-Time	FILING DEADLINE:	Until Filled
STATUS:	Exempt	DEPARTMENT:	Ofc. Of General Council
RATE OF PAY:	DOE	SUPERVISOR:	General Counsel

HIRING PREFERENCE POSITION CATEGORY:	C
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SUMMARY:

The Deputy General Counsel works under the direct supervision of the General Counsel. The role of Deputy General Counsel provides legal opinions and assistance to the Tribal Council, all departments of the Pechanga Tribal Government, Gaming Commission and Pechanga Development Corporation; oversee work of outside counsel; and limited service to tribal members in matters relating to tribal status. The Deputy General Counsel provides a broad range of legal services in all aspects of American Indian law, to include but not limited to; employment law, Intellectual Property, Land Use, Indian Child Welfare Act, gaming law, contracts and litigation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respond to and provide legal advice to the Tribal Council on any issues that may affect land, government, gaming or any of its entities or departments.
- Enhance and protect the Tribes sovereignty, jurisdiction and authority.
- Draft legal documents, conduct legal research and provide legal representation in administrative proceedings.
- Provide contract review and negotiations.
- Oversight and coordination of retained outside legal counsel to ensure the Tribe's interests are being protected.
- Work with the General Counsel and Tribal Council, to draft Tribal legislation, ordinances, resolutions, administrative rules and regulations and other documents and instruments.
- Assist in protecting and asserting the rights of the Tribe under the Native American Graves Protection and Repatriation Act, the National Historic Preservation Act, the Archaeological Resources Protection Act, the California Environmental Quality Act and other federal and state laws designed to protect and preserve the cultural heritage of the Luiseño people and Pechanga community.
- Assist managers in designing draft policy decisions based on legal requirements, implications, precedents and formulation of department structure, policies and procedures to meet the legal needs of the Tribe.
- Assist and advise Tribal Government departments on legal matters as needed.
- Assist the General Counsel in planning, developing, coordinating, advising and directing the activities of the office.
- 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, as well as Tribal personnel policies and procedures.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- **Must** possess Juris Doctor Degree from an ABA accredited law school.
- **Must** be a Member of the California State Bar and licensed to practice law in the state of California.
- **Must** have a minimum of 5-7 years experience in American Indian law, with knowledge and experience in employment law, Intellectual Property, Indian Child Welfare Act, gaming law, contracts and litigation.
- **Must** have a comprehensive understanding of tribal sovereignty and tribal jurisdictional matters.
- **Must** have knowledge and experience in environmental and natural resources law.
- Ability to conduct legal and general research that is accurate and thorough.
- 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 required.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- 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** - 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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