



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
Russell "Butch" Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

JOB TITLE: Deputy 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 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.

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.

- 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.
- 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.

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:

- 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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have the ability to work closely with the Tribal Council, General Counsel and department staff on matters affecting the Tribe or any of its entities or departments.
- Must have excellent written and verbal communication skills and superior ability to advocate and persuade.
- Must have the ability to analyze and apply legal principles, facts, evidence and precedents to legal problems.
- Must possess excellent interpersonal skills and have the ability to work in a supportive and professional manner with Tribal Council, other 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.
- Thorough knowledge of and commitment to professional ethics standards, particularly those rules that relate to the representation of governments and other organizations.

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- Must have proficiency in legal research techniques, excellent electronic and library research skills, and good 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.

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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