



**GENERAL COUNSEL**  
Office of General Counsel

Reports To: Hopi Tribal Council  
Salary Range: DOE  
FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED  
PD Revised: 12/04/2018

**INTRODUCTION**

The General Counsel is the principal legal counsel of the Hopi Tribe and reports directly to the Hopi Tribal Council. The General Counsel provides professional legal counsel and representation to the Hopi Tribal government as specified by the Tribal Council. The General Counsel manages the work of the Tribe's Office of General Counsel, and assists the Tribal Council in managing the work of the Tribe's outside legal counsel.

The General Counsel performs difficult, intensive, highly complex professional and advisory work requiring considerable depth of knowledge and analytical/organizational skills involving a wide range of subject matters. The General Counsel must exercise broad and independent judgment in providing legal advice on a wide range of matters spanning the spectrum of political/legal issues affecting the Tribal government and its departments and programs. The Tribal Council sets the overall objectives and priorities of the Office of General Counsel within the areas deemed important by the Council. The General Counsel in consultation with the Tribal Council, develops priorities and schedules for achieving Council assigned objectives. The General Counsel having years of experience in the legal field is responsible for planning from an overall standpoint of meeting identified requirements and achieving expected results.

**KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

The General Counsel shall focus legal representation and work for the Hopi Tribe on the following priority areas and issues:

1. Land- includes land acquisitions, moving lands into trust, the acquisition of State interspersed lands, assistance with development of Hopi businesses, 1882 Reservation litigation matters, 1934 Act litigation matters, and Hopi eagle issues.
2. Water- includes Little Colorado River Water Rights Adjudication (litigation undertaken in conjunction with the Water Team and outside water rights counsel), the C-aquifer Project, and Federal and State relations respecting Hopi water rights and issues, Hopi Arsenic Mitigation Project to bring water quality up to federal standards under the Safe Drinking Water Act.
3. Energy - including electricity development, development of a Tribal Utility Authority, development of energy businesses, issues with Peabody, and other energy companies, energy transportation and transmission, alternative energy, and Federal and State relations respecting Hopi energy issues.
4. Supervision of the Hopi Tribe's outside contract attorneys, and participation in the work to help achieve successful completion of their assigned work.
5. Supervises and assigns the work of the Deputy General Counsel to ensure accomplishment of the overall work of the Office of General Counsel- maintaining ultimate accountability to the Hopi Tribal Council.
6. Other duties as assigned by the Hopi Tribal Council.

**PERSONAL CONTACTS**

The General Counsel's contacts are with the Tribal Council, Management personnel of the administrative arm of Tribal Government, the Deputy General Counsel and Office support staff, and outside private and governmental agencies. Said contacts involve the exchange and organization of information, the structuring and building of relationships, the alignment of varying interests and the gathering and deployment of resources in order to accomplish Hopi governmental objectives. The General Counsel is also the principle day-to-day contact for all of the Tribe's contracted legal services.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

Work is time intensive but sedentary and performed in a standard office environment.

## **MINIMUM QUALIFICATIONS**

Education: Juris Doctorate degree from an accredited law school;

AND

Experience: Ten (10) years of responsible legal experience in Indian law, including trial practice, government and municipal law, land use, corporate and business law, contracting, real estate law, environmental law, basic tax law, and general civil legal matters, which includes two (2) years of supervisory/management experience.

### Knowledge, Skills and Abilities

- Must have knowledge of federal Indian law; judicial procedures and rules of evidence; available legal resource information and legal research techniques; tribal, state, and federal court practices and procedures; and private/governmental practices affecting the operation of tribal entities.
- Must be skilled in effectively and persuasively presenting cases in court, preparing/reviewing complex legal writing, and oral communication in a wide range of settings.
- Must have ability to effectively plan, organize, and execute legal assignments; to be diplomatic and use discriminating judgment in all matters effecting tribal issues; to analyze and appraise a variety of legal documents and instruments; to present oral and written material clearly, logically, and persuasively; to work within the overall tribal policies, goals, and budget limits; to effectively negotiate grants/contracts, leases, etc.

## **NECESSARY SPECIAL REQUIREMENTS**

1. Due to the sensitive nature of this position, attorney applicant must be willing to disclose any previous or pending legal cases or controversies.
2. Must be a member in good standing of the Arizona State Bar, and must be admitted or eligible to be admitted to practice in Federal District Court.
3. Must not have any outstanding contempt citation from any court.
4. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
5. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
6. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
7. Must be able to pass mandatory and random drug & alcohol screening.
8. Must not have any felony convictions.
9. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.