



DEPUTY GENERAL COUNSEL

Office of General Counsel

Reports To: General Counsel

Salary Range: DOE

FLSA Status: EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 01/29/2018

INTRODUCTION

The Deputy General Counsel provides professional legal counsel and representation to the Hopi Tribal government – including the legislative and executive branches of the Hopi Tribe, the administrative departments, offices and programs. The Deputy General Counsel performs highly professional and advisory work involving considerable depth of knowledge and analytical/organizational skills in a broad range of subject areas of the law, and exercises broad and independent judgment in providing legal advice on any political/legal dimension and its effects on Tribal entities. The Hopi Tribal Council sets the overall objectives and priorities of the Office of General Counsel. The General Counsel establishes the duties and responsibilities of the Deputy General Counsel pursuant to these priorities and the priorities of the Executive Branch. . The Deputy, in consultation with the General Counsel develops deadlines for work to be accomplished. The Deputy General Counsel, having years of experience in the legal field is responsible for planning and carrying out all assignments and resolving conflicts as they arise. Work is reviewed from the 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.)

1. Guidance to the Tribal Council, and assistance to other attorneys in the Office of General Counsel on matters involving the Tribe's interests.
2. Preparation of pleadings, briefs, and other legal documents, and appearances in Tribal, county, state, and federal courts representing the Hopi Tribe and its interests.
3. Gathering, analysis, and collation of data for legal proceedings.
4. Review of form and substance of such leases and contracts to which the Hopi Tribe proposes to become a party.
5. Advice to the Tribe in the development of agreements and contracts between the Hopi Tribe and federal, state, and other tribes and agencies regarding the use of resources in which the Tribe may become a party.
6. Study of recent case law developments and pending legislation at all levels of government and preparation of appropriate recommendations to the Tribal Council; recommendations pertaining to pending legislation assessing the impact that such legislation would have upon the Tribe.
7. Study of the constitution, statutes, decisions, and ordinances of the Tribe, other tribes, and interacting agencies/governments from a legal perspective; review of and/or proposal and submission of legislation for consideration by the Hopi Tribal Council.
8. Service on various legal committees of Tribal related associates and councils.
9. Assistance to managers in designing draft policy decisions based on legal requirements, implications, precedents, etc.; formalization of department structure, policies, and procedures to meet the legal needs of the Hopi Tribe.
10. Preparation of periodic reports to the Hopi Tribal Council and departments, describing the activities of the Office of General Counsel.
11. Acts in place of the General Counsel when the General Counsel is out of the office as delegated by the General Counsel.
12. Performance of other related duties as assigned.

PERSONAL CONTACTS

The Deputy General Counsel's contacts are with the General Counsel, Hopi Tribal Council, the executive branch, Tribal department heads, Tribal committees, Tribal entities, Tribal staff, and outside agencies and entities involving the exchange of factual information in order to accomplish objectives.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

Work is sedentary and performed in a standard office environment.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

Education: Juris Doctorate degree or equivalent from an accredited law school and admission to at least one state bar. Deputy General Counsel must be a member of the Arizona State Bar in good standing OR must take and pass the Arizona State Bar Exam not later than one and a half years after appointment to position unless otherwise determined by the General Counsel;

AND

Experience: Six (6) years of responsible legal experience in Indian law, which includes trial practice, government and municipal law, civil rights, land use, corporate and business law, gaming law, real estate law, tax law, and civil legal services.

2. Required Knowledge, Skills and Abilities:

Knowledge:

Must have knowledge of judicial procedures and rules of evidence; available legal resource information and legal research techniques; local, state and federal court practices and procedures; business law, gaming law and administrative practices which effect the operation of tribal entities.

Skills:

Must have skill in effective techniques in the presentation of cases in court, effect legal writing, and effective oral communication in a wide range of settings.

Abilities:

Must have ability to effectively plan, organize, and execute legal assignments; to be diplomatic and use discriminating judgment in legal 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. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.