



GENERAL COUNSEL

Office of General Counsel

OVERVIEW

The General Counsel serves as the chief legal officer of the Hopi Tribe and provides independent, strategic, and authoritative legal advice to the Hopi Tribal Council and the Hopi Tribal Government. The General Counsel is responsible for overseeing all legal affairs of the Tribe, including governance, litigation, regulatory compliance, intergovernmental relations, and transactional matters.

The General Counsel exercises independent professional judgement consistent with applicable rules of legal ethics and is responsible for protecting the legal interests, sovereignty, and long-term institutional integrity of the Hopi Tribe. The position directs the Office of General Counsel and manages all outside legal counsel retained by the Tribe.

ATTORNEY-CLIENT RELATIONSHIP

The General Counsel represents the Hopi Tribal Government as a sovereign governmental entity. Representation of individual Tribal officials, departments, enterprises, or employees shall occur only when authorized by the Hopi Tribal Council and when no conflict of interest exists.

The General Counsel is responsible for maintaining attorney-client privilege and ensuring that all legal communications are protected in accordance with applicable law.

SCOPE OF AUTHORITY

The General Counsel is authorized to:

- 1) Provide formal and informal legal opinions to the Tribal Council and authorized Tribal entities.
 - 2) Represent the Tribe in legal proceedings or oversee such representation.
 - 3) Manage and direct outside legal counsel, including scope of work, performance, and compensation negotiations.
 - 4) Review, approve, and negotiate legal instruments as directed by the Hopi Tribal Council.
 - 5) Decline to approve or support actions that are unlawful or inconsistent with Tribal, federal, or applicable law.
 - 6) Establish internal legal policies, procedures, and risk management protocols.
- All authority shall be exercised consistently within Tribal law, applicable federal law, and directives of the Hopi Tribal Council.

ESSENTIAL FUNCTIONS

The General Counsel performs highly complex legal and advisory work across the following core functional areas:

- 1) **Governance and Legislative Counsel**
 - Advises the Hopi Tribal Council on constitutional, statutory, and governance matters
 - Assists in the drafting, review, and interpretation of Tribal Laws, resolutions, ordinances, and policies
 - Provides legal analysis on fiduciary duties, conflicts of interest, and governmental authority
 - Supports the development and modernization of Tribal codes and regulatory frameworks
- 2) **Litigation and Dispute Management**
 - Oversee all litigation involving the Tribe, including strategy, risk assessment, and resolution
 - Coordinates with outside counsel on major litigation, including but not limited to water rights, land, and natural resource matters
 - Manages claims, disputes, and administrative proceedings involving the Tribe
 - Develops strategies to minimize legal exposure and financial liability
- 3) **Regulatory Compliance and Risk Management**
 - Ensures Tribal compliance with applicable federal, state, and Tribal Laws, regulations, and funding requirements
 - Develops and maintains a comprehensive legal risk management framework
 - Advises on compliance issues related to grants, contracts, environmental regulations, and public administration
 - Establishes internal legal controls and review processes
- 4) **Transactions and Economic Development**
 - Reviews, drafts, and negotiates contracts, agreements, and legal instruments
 - Advises on business development, financing, land transactions, and infrastructure projects
 - Supports the legal structuring of Tribal enterprises and economic initiatives
 - Provides legal oversight for major projects involving land, water, energy and natural resources

5) Intergovernmental and Sovereignty Matters

- Advises on government-to-government relations with federal, state, and other Tribal governments
- Supports protection and advancement of Tribal sovereignty
- Provides legal support on matters involving federal agencies, including DOI, BIA, and others
- Assists with negotiation and implementation of intergovernmental agreements

6) Office and Outside Counsel Management

- Directs and supervises the Office of General Counsel staff, including Deputy General Counsels
- Establishes priorities, workflows, and performance standards for legal staff
- Manages Office of General Counsel administrative budget
- Oversees selection, retention, and performance of outside counsel
- Manages legal budgets and ensures cost-effective delivery of legal services

7) Other Duties

- Performs additional duties as assigned by the Hopi Tribal Council consistent with the nature of the position

ETHICS AND PROFESSIONAL RESPONSIBILITY

The General Counsel shall:

- 1) Exercise independent legal judgment consistent with applicable rules of professional conduct
- 2) Maintain confidentiality and attorney-client privilege
- 3) Identify and disclose conflicts of interest and recuse when appropriate
- 4) Provide candid legal advice, including when such advice may be contrary to policy preferences
- 5) Will not represent any other client(s) other than the Hopi Tribe

PERFORMANCE EXPECTATIONS

Performance shall be evaluated based on:

- Quality, accuracy, and timeliness of legal advice
- Effectiveness in managing litigation and reducing legal risks
- Responsiveness to Hopi Tribal Council priorities
- Efficiency and cost-effectiveness in managing outside counsel
- Contribution to strengthening Tribal governance and legal infrastructure

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is primarily performed in an office setting and involves extended periods of sitting, reading, and computer use. Travel is required. Principle place of employment is Kykotsmovi, Arizona.

MINIMUM QUALIFICATIONS

Education: Juris Doctorate (J.D.) degree from an accredited law school; AND

Experience: Ten (10) years of progressively responsible legal experience, including;

- Federal Indian Law and Tribal governance
- Litigation and dispute resolution
- Governmental or municipal law
- Minimum of two (2) years in a supervisory or management role

Preferred Experience:

- Water rights and natural resources law
- Land use and Federal Trust land matters
- Economic development and Tribal enterprises
- Federal regulatory and administrative law
- Transactional Law

MANDATORY REQUIREMENTS

- 1) Must be a member in good standing of the State Bar of Arizona or another state bar, and eligible for admission to practice before Tribal and Federal courts.
- 2) Must be admitted or eligible for admission to the United States District Court.

CONDITIONS OF EMPLOYMENT

Employment is subject to applicable Hopi Tribe laws, policies, and procedures. The General Counsel serves at the direction of the Hopi Tribal Council consistent with Tribal Law.

KNOWLEDGE, SKILLS, AND ABILITIES

- Federal Indian Law and Tribal sovereignty principles
- Tribal, federal, and state legal systems and procedures
- Governmental operations and public administration
- Legal research, analysis, and writing
- Advanced legal analysis and strategic thinking
- Effective negotiation and dispute resolution
- High-Level written and oral communication
- Leadership and organizational management
- Exercise sound independent judgment in complex legal matters
- Manage multiple high-priority legal issues simultaneously
- Communicate complex legal concepts clearly to non-legal audiences
- Operate effectively in politically sensitive and high-stakes environments

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training.
- 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, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

GENERAL COUNSEL

Office of General Counsel

Supervisor: Hopi Tribal Council (Functional)

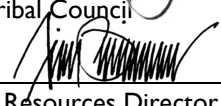
Tribal Secretary (Administrative)

Salary Range: DOE

Classification: EXEMPT

Revised 05/01/2026

REVIEWED BY:  DATE: 5/8/26
Hopi Tribal Council

APPROVED BY:  DATE: 5/08/2026
Human Resources Director