



SHINGLE SPRINGS BAND OF MIWOK INDIANS
SHINGLE SPRINGS RANCHERIA
(VERONA TRACT), CALIFORNIA
5281 HONPIE ROAD, PLACERVILLE, CA
P.O. BOX 1340, SHINGLE SPRINGS, CA 95682
(530) 676-8010 OFFICE, (530) 676-8033 FAX

POSITION DESCRIPTION Tribal Attorney

DUTY STATION: Legal Department

REPORTS TO: General Counsel

FLSA CLASSIFICATION: Exempt

RATE OF PAY: DOE

POSITION SUMMARY:

The Tribal Attorney is responsible to provide advice, interpretations, and opinions on all legal matters, which may result during operation of the Shingle Springs Tribal Government, Tribal Administration, and Tribal Programs and enterprises. The Tribal Attorney will work closely with the Legal Team shall and other attorneys with whom the Tribe as contracted for specific, additional legal representation.

SPECIFIC RESPONSIBILITIES:

1. Advises and represents Tribal Government, Tribal Administration, Tribal Enterprises, and the Tribal Programs in dealings with federal, state, and local governments and agencies;
2. Represents the Tribe in litigation in federal, state, and Tribal Courts as requested;
3. Represents the Tribe in all negotiations as requested;
4. Reviews grants, contract applications, documents and presents interpretations on legal content prior to signing and submission of documents;
5. Drafts and reviews resolutions, policies, procedures, agreements and contracts (etc.) on behalf of Tribal Government, Administration, and Programs;
6. Gives advice on legal decisions, agency regulations, statutes and treaties that affect Tribal activities;
7. Prepares correspondence, reports, documents, etc., pertaining to Tribal legal matters;
8. Assists in training Tribal employees in regard to legal aspects of Tribal contracts, regulations and programs;
9. Required to attend job related, in-service meetings and training to maintain professional and technical knowledge;
10. Adhere to Tribal law and other applicable laws, as well as Tribal personnel policies and procedures; and
11. The above duties and responsibilities are not all in-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the General Counsel.



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MINIMUM QUALIFICATIONS:

Must be at least 21 years of age.

EDUCATION and/or EXPERIENCE:

1. Must be a graduate of an A.B.A. approved Law School.
2. Must be licensed to practice law in California or be able to obtain the California Bar license within a twelve-month period and Shingle Springs Tribal Court Bar.
3. Must possess knowledge of Tribal, State, and Federal regulations, including administrative procedures.
4. Must possess general knowledge of law; experience in federal government preferred;
5. Must have at least one year experience.
6. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
7. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a California driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or Tribal vehicle under the driver acceptability guidelines as established by the Shingle Springs Band of Miwok Indians; and
8. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

KNOWLEDGE, SKILLS, and ABILITIES:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. This would include:

1. Establish and maintain effective working relations with the community, Tribal Council, Tribal departments, committees, and outside resources with firmness, tact, and impartiality;
2. Prepare and present effective oral and written informative material related to the activities of the department. This will include technical writing and presentations to diverse audiences;
3. Ability to analyze complex problems and situations and to propose quick, effective and reasonable courses of action;
4. Ability to organize information (maintain organized files, notes and records) and be able to organize, and plan multiple tasks and projects;
5. Maintain personal integrity and cultural sensitivity; and
6. Ability to check, analyze workload/caseload to determine effectiveness and determine future needs.



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BEHAVIOR STANDARDS:

Respectful, courteous, and friendly to the public, other Tribal employees, and Tribal leaders. A team player who helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communication with the public and other Tribal employees. Gets along with co-workers and managers. Positively represents the Tribe maintaining trust the Shingle Springs Band of Miwok Indian residents have placed in each of us. Demonstrates honesty and ethical behavior.

DRIVER'S LICENSE and INSURANCE REQUIREMENT:

Possession of a valid California license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position and qualify for the Tribe's vehicle insurance, plus provide proof of personal vehicle insurance.

TRAVEL REQUIREMENTS:

Local travel is occasionally required. Travel outside of the state is infrequently required.

DRUG TESTING and BACKGROUND CHECK:

After receiving a conditional job offer, candidates for this position are required to have a pre-employment drug test, be finger printed and pass an extensive, detailed background check.

WORK CONDITIONS:

Work Conditions may include, but are not limited to, the following: Bending at the waist, sitting still for extended periods of time, dexterity of hands and fingers to operate a computer keyboard, hearing and speaking to exchange information, seeing to read reports and data and occasional lifting of 50 pounds or more.

SAFETY:

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.



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CONFIDENTIALITY:

Confidentiality is an absolute must in every position at the Shingle Springs Band of Miwok Indians and is cause for immediate termination if not followed to the highest standard. All employees are required to sign a confidentiality agreement upon hire date.

INDIAN PREFERENCE:

Preference in hiring is given to: (1) Qualified Shingle Springs Band of Miwok Indians members; and (2) qualified American Indians in accordance with Title 25, U.S. Code, Section 472 and 473. Applicants claiming Indian preference must submit verification of Indian eligibility.

I acknowledge that I have received a copy, read, and understand this job description.

I also understand and agree that the information contained in this job description does not constitute an employment contract between Shingle Springs Band of Miwok Indians and me, and that either I or Shingle Springs Band of Miwok Indians may terminate our employment relationship at any time, with or without cause.

Employee Signature: _____ Date: _____

Employee Name (Print): _____