



Yurok Tribe

Job Description

JOB TITLE:	General Counsel		
JOB GRADE:	15	REPORTS TO:	Chairman
STATUS:	Exempt	LOCATION:	Klamath
DEPARTMENT:	Office of the Tribal Attorney	DIVISION:	Executive Branch
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$128,835.20 - NEGOTIABLE DOE		

POSITION SUMMARY:

Under the general supervision of the Yurok Tribal Council, the General Counsel will assist the Yurok Tribal Council and Tribal Departments in the legal matters related to the business of the Yurok Tribe. Incumbent will be responsible for planning, organizing, directing, and controlling all activities of the Office of the Tribal Attorney. The General Counsel will ensure the efficient and economical use of the resources of the department, including budgeted funds, grant monies, personnel, facilities, and time, to accomplish short-term and long-range objectives.

DUTIES AND RESPONSIBILITIES:

1. Perform legal research including extensive analysis of legal positions. Determine and apply legal principles and precedents to problems and issues.
2. Provides legal advice, counsel and assistance to the Tribal Council and departments in relation to their duties and the operation of the Tribe and its programs in compliance with the Constitution, laws, and policies of the Yurok Tribe.
3. Negotiates Federal and State contracts.
4. Provides opinions concerning personnel policies and procedures.
5. Provides legal advice related to employment classification and dispute resolution.
6. Drafts appropriate ordinances and policies that assist in the implementation of the Tribe's Self-Governance objectives.
7. Represents the Tribe in Indian Child Welfare cases as needed.
8. Provides opinions on, drafts documents and policies, and attends meetings concerning regulatory and environmental matters.
9. Reviews and approves contracts entered into by the Tribe.
10. Prepares legal briefs, develops strategy, arguments, and testimony in preparation for presentation of a case.
11. Manages all outside legal counsel.
12. Promotes tribal sovereignty in alignment with the Constitution and laws of the Yurok Tribe.
13. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Juris Doctor degree required.
2. Law School graduate licensed to practice law in the State of California and 15 years practicing law as a licensed attorney.
3. Candidates with equivalent combinations of education and experience will be taken into consideration.

SUPERVISORY RESPONSIBILITIES:

The General Counsel will perform the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, and capabilities of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work matters. Determines the developmental or training needs of subordinates.

MINIMUM QUALIFICATIONS:

1. Juris Doctor degree required.
2. Must be licensed to practice law in the State of California.
3. Must have computer knowledge sufficient to do legal research.
4. No convictions for misdemeanor offenses within the last twelve (12) months, no previous felony convictions.
5. Highly skilled, both orally and in writing.
6. Knowledge of tribal governments, Indian law, including issues of Tribal Employment Rights, P.L. 280, self-governance, NAGPRA, gaming, personnel law, ICWA, etc.
7. Ability to handle conflict and maintain positive working relationships with diverse stakeholders and constituents.
8. Ability to set priorities, meet critical deadlines, and review information for legality, accuracy and compliance with policies and procedures of the tribe and all applicable laws.
9. Ability to communicate with Yurok Tribal leaders as well as state, county and federal stakeholders and partners.
10. Understanding of the complex interaction of Tribal, state, and federal legal requirements for tribes and how they relate to tribal sovereignty.
11. Must have demonstrated experience in a senior level/management position in a law firm, public or private in-house counsel.
12. Experience working with Tribal governments is preferred.
13. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.
14. Valid State issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend detailed instructions, correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to Tribal members, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

- 1. Close vision (clear vision at 20 inches or less).
- 2. Color vision (ability to identify and distinguish colors).
- 3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- 4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date