

**Pueblo of Sandia  
Assistant General Counsel  
Job Description**

<b>Title</b>	Assistant General Counsel	<b>Department</b>	Tribal Government
<b>Salary</b>	\$180,688.53. - \$271,032.80 annually	<b>Reports to</b>	General Counsel

**Position Summary**

Under the general supervision of the General Counsel, the Assistant General Counsel-General is a key member of Pueblo’s legal team. The responsibilities of the position cover a variety of legal matters that typically confront a tribal general counsel’s office, including: providing a diverse range of legal advice to the Pueblo and its economic enterprises; performing high level legal research and analysis in various areas of law and policy; and ensuring the Pueblo’s legal and sovereign interest are protected, subject to the direction and oversight of the General Counsel. A background in Indian law is required, without exception.

Our philosophy is built on the principles of integrity, fairness, collaboration, communication, and recognition for performance excellence. Meeting all performance standards leads to attracting and retaining a qualified workforce, provides opportunities for qualified team members, and contributes towards the ongoing success of the Pueblo of Sandia today and in the future.

**Essential Duties and Responsibilities**

*The duties and responsibilities listed below are intended only as illustrations of the various types of duties and responsibilities that may be required. The omission of specific statements of duties does not exclude them from the position if the work or required expertise is similar, related or a logical assignment.*

1. Provide legal advice, counsel and assistance to the Pueblo of Sandia, including its governmental and business entities, in relation to their duties and the operation of the Pueblo and its programs, projects, services, and commercial enterprises.
2. Provide a broad range of legal services on matters such as, but not limited to, contract law, Indian gaming, employment law, administrative law, tribal jurisdiction, environmental and water law, and taxation.
3. General review and negotiation of various contracts, intergovernmental agreements, and related agreements.
4. Research statutes, ordinances, resolutions and other laws and brief the General Counsel on legal and policy conclusions.
5. Draft legal opinions, ordinances, resolutions and other legal documents.
6. Work cooperatively with directors, managers, and staff on a broad range of issues concerning the Pueblo’s legal rights and interests.
7. Lead long-term projects and initiatives assigned by the General Counsel.
8. Present legal issues to Tribal Leadership alongside directors and managers.
9. Collaborate on the development of legal strategy in litigation and administrative proceedings, in coordination with the General Counsel and outside legal counsel.
10. Prepare comments on proposed federal and state legislation and regulations.
11. Work efficiently and effectively with other Pueblo departments to achieve the policy objectives of the Pueblo.
12. Punctual and regular attendance is an essential responsibility for all team members who are expected to report to work based upon the assigned schedule each day in accordance with the Attendance Policy for the Pueblo of Sandia.

**Additional Responsibilities**

1. Supports a single function and holds a position that does not supervise people but provides guidance to lower-level Team Members as needed.
2. Functions as an advisor to management due to the complexity of the level of work performed.

3. May hold current licenses, certifications, specialized education, and possess stipulated technical expertise as required. Demonstrates advanced knowledge in all aspects of the specialized function.
4. Performs work as a highly skilled individual contributor and considered a subject matter expert within the peer set, particularly with problem-solving.
5. Critical thinking and the ability to analyze issues, identify solutions, and implement them effectively.

**Key Performance Indicators**

This position has Key Performance Indicators (KPI's) identified as a measurement of success. KPI's will be shared with all team members who work in this job title and feedback will be provided regarding the successful completion of the KPI's as part of the performance review process.

**Knowledge, Skills, and Abilities**

1. Strong and demonstrated initiative, good judgment, creativity, and work ethic.
2. Strong interpersonal skills, including the ability to work well collegially.
3. Demonstrated willingness to accept unusual and challenging assignments and an ability to identify successful strategies to obtain a desired result.
4. Ability to hold the line on compliance requirements when necessary.
5. Highly independent and organized and able to manage a significant number of active matters simultaneously.
6. Skill in communicating and instructing others, using both technical and non-technical language as appropriate to provide legal counsel and explanation to those for whom the subject matter is unfamiliar and/or difficult to understand.
7. Thorough knowledge of and commitment to professional ethics, particularly those rules that relate to the representation of governments.

**Education and Experience**

- Required:**
1. Juris Doctor degree from an ABA accredited law school.
  2. Five (5) years of progressively responsible experience in the practice of Indian law, preferably in a public agency setting or eight (8) years in the general practice of law.
  3. Working knowledge of federal Indian law, New Mexico law, and other relevant Federal and state regulations and policies that apply to tribal communities.
  4. Demonstrated competency in the practice of Indian law and contracting on behalf of Tribes and tribal commercial enterprises.
  5. Ability to provide general legal services in a broad array of legal practice areas.
  6. Highly independent and organized and able to manage a significant number of active matters simultaneously.

- Preferred:**
1. Excellent references with substantial personal knowledge of applicant's legal abilities and the extent and depth of legal experience.
  2. Experience working for or with tribal governments or law firms specializing in tribal law.

**License/Certifications/Registrations**

1. Must be a member in good standing and licensed to practice law in the State of New Mexico
2. Must be able to successfully pass a stringent background investigation.
3. Will require a pre-employment and random drug screening.

**Physical Requirements/Working Conditions**

The following selected physical activities are required to perform the essential functions of this position

Physical Requirement	Description
<b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing.

<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
<b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
<b>Pulling</b>	Using upper extremities to exert force to draw, haul, or tug objects in a sustained motion.
<b>Pushing</b>	Using upper extremities to press against something with steady force to thrust forward, downward, or outward.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.
<b>Walking</b>	Job requirements include, in the performance of duties, walking throughout the work area, on various work surfaces throughout internal or external locations.
<b>Sitting</b>	Particularly for sustained periods of time.
<b>Standing</b>	Particularly for sustained periods of time.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<b>Working Conditions Required:</b>	<ol style="list-style-type: none"> <li>1. Work is normally performed in a typical interior/office work environment.</li> <li>2. Work hours are 8:00 am to 5:00 pm, Monday through Friday (except observed holidays).</li> <li>3. This position is not eligible for remote work or telecommuting, or alternative work schedules.</li> <li>4. No or very limited physical effort required.</li> <li>5. No or very limited exposure to physical risk.</li> </ol>

**The content of this job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.**

**The job description reflects the assignment of the essential functions of the current position but does not prescribe or restrict tasks that may be assigned. The essential functions are specified but are subject to change at any time for various reasons, including management discretion.**

**The Pueblo of Sandia reserves the right to make changes to the job description whenever necessary.**

**Selected candidates must submit to and pass a pre-employment drug and alcohol screening as part of the pre-employment process. Drug and alcohol screening will continue through post-hire testing to be conducted by a third-party random number generator. Selected candidates must submit to and pass a criminal background screening as part of the pre-employment process.**

**The Pueblo of Sandia is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital status, disability, sexual orientation, or any other characteristic protected by state or federal law**