

## JOB OPENING ANNOUNCEMENT

**Job Title:** Attorney

**Report To:** Attorney General

**Department:** Attorney General

**Job Vacancy:** YAN-21-065

**Status:** Full-Time; Exempt

**Starting Wage:** DOE

**Opening Date:** 07/12/2021

**Closing Date:** Open Until Filled

### **POSITION DESCRIPTION:**

The Attorney position represents the Yavapai-Apache Nation on a wide range of legal issues including drafting of codes and policies, negotiation and review of contracts and other agreements, advising the Tribal Council and its departments and entities, and representing the Nation before the Tribal Courts of the Nation and other tribal, federal, and state courts and administrative tribunals under the direction of the Attorney General.

### **QUALIFICATIONS:**

- Must possess a Law Degree from an accredited law school and have a minimum of three (3) years of demonstrated successful experience in the practice of law.
- Licensed to practice in Arizona and in good standing.
- Proven legal research and writing abilities – self-edited writing sample required.
- Proven experience negotiating and documenting business transactions.
- Education and experience in Federal Indian Law is required.
- Ability to manage multiple projects effectively.
- Demonstrates a strong work ethic.
- Demonstrates exceptional customer service to both internal and external customers.
- Must have valid Arizona Driver's license, be insurable with the Nation's auto insurance policy, and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Drafts ordinances, laws, statutes, administrative procedures, and codes as assigned by the Attorney General.
- Drafts legal forms as required to implement all ordinances, codes, policies, etc.
- Reviews, drafts, and negotiates contracts, intergovernmental agreements, and other agreements.
- Advises the Tribal Council, its departments, commissions, boards and other entities as required to carry out the business of Tribal Government and achieve the Nation's overall objectives.
- Represents the Nation before the Tribal Courts of the Nation and other tribal, federal, and state courts and administrative tribunals on a variety of matters, as assigned by the Attorney General, including but not limited to, Indian Child Welfare Act (ICWA) cases, child dependency matters, evictions, and general civil matters.

- Other duties as assigned by the Attorney General.

### **Physical Requirements**

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

