



GILA RIVER INDIAN COMMUNITY

SACATON, AZ 85247

HUMAN RESOURCES DEPARTMENT
Post Office Box 97
Sacaton, AZ 85247

(520) 562-6400
(520) 562-6415
FAX: (520) 562-6445

JOB ANNOUNCEMENT

SENIOR COUNSEL
\$88,441.00 per annum (DOE)

DEPARTMENT NAME AND NUMBER

Law Office 2006-398

RECRUITMENT OPENS AND CLOSES

April 20, 2006-June 01, 2006

DISTINGUISHING FEATURES OF THE CLASS:

The Senior Counsel is primarily responsible for providing legal advice, representation, draft, review and negotiation of contracts, agreements and leases for the Community Council and its Standing Committees and Community Departments as it related to economic development and related matters.

ESSENTIAL FUNCTIONS:

Provide legal advice to the Community Council and its Standing Committees regarding commercial and industrial development.

Represent the Community in legal matters pertaining to commercial and industrial development, including representation before the Community Court, State and Federal Courts in commercial and industrial development and lease matters in which the Community is involved.

Prepare on behalf of the Community Governor and Lieutenant Governor in legal position statements and other documents requested as it relates to economic development.

Assist the Community Council and its Standing Committees in the development, revision and codification of the Community's Law and Ordinances as it relates to commercial and industrial development.

Draft and review contracts, agreements and lease documents of the Community as it relates to economic development.

Assist in negotiating commercial and industrial leases, contracts and agreements.

Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge in Tribal and non-Tribal Real Estate Laws and Transactions;
- Considerable knowledge of corporations and commercial transactions;
- Knowledge of the principles of jurisprudence and legal analysis;
- Knowledge of Tribal governments and Tribal business and Corporation Management and operations;

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- Ability to work both independently and in concert with others;
- Ability to clearly and succinctly articulate ideas and logical analysis both orally and in writing;
- Ability to maintain effective working relationships with other employees, Community Officials and the general public;
- Ability to perform all physical requirements of the position;
- Agree to maintain a drug-free workplace.

REQUIRED EXPERIENCE AND TRAINING:

Graduate of an accredited Law School with a Juris Doctor Degree and ten (10) years experience as a Licensed Attorney with specialized and significant experience in commercial transaction, industrial development as it pertains to commercial development, or with specialized experience in Federal Indian Law.

Member in good standing of a State Bar and a willingness to acquire Arizona State Bar membership within a time frame acceptable to the General Counsel.

ADDITIONAL REQUIREMENT:

Preference is given to qualified enrolled members of the Gila River Indian Community.

Valid State Driver's license with proof of driving record for the past thirty nine (39) months; required to qualify for a Tribal driving permit.

PROOF OF DRIVING RECORD MUST BE SUBMITTED WITH APPLICATION

OVERTIME STATUS: Salaried
SUPERVISORY STATUS: Non-Supervisory
Reports to General Counsel or Designee

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

DEADLINE: Applications can be picked up at all District Service Centers and the Human Resources Department. Applications must be returned to the Human Resources Department by **12:00 pm** on the closing date.

TO AVOID DELAYS, APPLICATIONS CAN BE MAILED TO:

**Gila River Indian Community
Human Resources Department
P.O. Box 97
Sacaton, Arizona 85247**