

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE • P.O. Box 87 • Sells, AZ • 85634-0837

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JOB DESCRIPTION			
Job Title:	Attorney General	Job Class Assignment:	001
Department:	Executive Administration	Eligible for Overtime:	No
Division:	Executive	Pay Grade:	94

Position Summary:

Under general direction, provides legal advice and representation to all officials, agencies, departments, divisions and branches of the Tohono O'odham Nation ("Nation"). Represents the Nation in all legal proceedings, and in other matters that affect the legal interests of the Nation. Functions as an advisor to senior management and tribal officials.

The major work activities are generally undefined except in terms of achieving overall organization/department goals. Specific policies, procedures and guidelines are virtually nonexistent except for executive directives and accepted professional standards.

Essential Duties and Responsibilities:

- Formulates and communicates overall administrative and operating policies and procedures in accordance with the strategic objectives of the Office of the Attorney General.
- Increases senior professional's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining professionals; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.
- Prepares and reviews contracts, agreements, leases, rights of way and similar documents in order to maintain the best legal interests of the Nation, including environmental compliance issues.
- Presents recommendations for resolutions, ordinances, and laws to the Nation's Legislative Council.
- Provides legal advice and services on legal rights, obligations and privileges of the Nation.
- Studies federal legislation, federal regulations, constitutions, statutes, ordinances, and decisions of judicial bodies.
- Examines legal data and conducts research on assigned legal matters; drafts legal memorandums summarizing results and legal conclusions.
- Represents the Nation in court hearings; represents departmental directors and supervisors in personnel grievance hearings.
- Negotiates contracts, purchases, and other agreements maintaining the best legal and financial interests of the Nation; approves all contracts above established amounts.
- Maintains professional and technical knowledge by conducting research; reviewing case histories and rulings; attending and presenting workshops, conferences and seminars; establishing networks; conferring with representatives of contracting agencies and related organizations.
- Coordinates, directs, and evaluates the activities of contract lawyers retained by the Nation; determines whether and when outside counsel should be retained.

- Ensures the efficient operation of the Office of the Attorney General.
- Achieves financial objectives by preparing and administering budgets and modifying them, with approval, as needed.
- Maintains documentation and confidentiality of all privileged information.
- Contributes to a team effort.
- Ability to determine ethical representation of broad client base.
- Performs other job related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the Tohono O’odham culture, customs, and traditions.
- Knowledge of applicable federal, state, tribal laws, regulations and requirements.
- Knowledge of applicable criminal, civil and traffic laws, statutes and ordinances and other applicable regulatory laws.
- Knowledge of the economic, educational, health and social problems of Native Americans.
- Knowledge of tribal laws and codes, modern tribal court practices, judicial procedure, and rules of evidence.
- Knowledge of judicial procedures and rules of evidence.
- Knowledge of modern court practices and administration with emphasis on court development and systems.
- Knowledge of the Tohono O’odham Nation’s government operations and functions.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, analyzing, and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Skill in presenting complex information.
- Skill in providing superior customer service to external and internal customers.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain positive and effective working relationships with other employees and the general public.
- Ability to maintain privileged confidential information.
- Ability to work independently and meet strict time lines.
- Ability to work extended hours and various work schedules including nights, weekends, and holidays.
- Ability to exercise independent judgment and negotiate legal actions.
- Ability to interpret and apply applicable federal, state, county and local laws, regulations, and requirements to complex criminal and civil cases.
- Ability to advise departmental directors on complex criminal and civil matters.

Minimum Qualifications:

- Juris Doctorate from an accredited law school, a licensed attorney admitted to practice before the highest court of a state of the United States and ten years work experience in the practice of law.
- Three years of supervisory experience.

Licenses, Certifications, Special Requirements:

- Must possess a State Bar Association License.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver’s license, (no DUIs or major traffic citations within the last three years).

- Must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and sit; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.