



Colorado River Indian Tribes

Deputy Attorney General (Civil)

Job description:

NOTICE

All CRIT job vacancies have a TWO-PART application process. Submission of your resume on Indeed is STEP ONE. You will receive a confirmation email in the following days after submission to your INDEED EMAIL ADDRESS. That email attachment contains the application of the Colorado River Indian Tribes. THIS IS STEP TWO. You will need to fill it out in its entirety, please list ALL JOBS applied for on Indeed and return via email to the same address. Please be sure your application is signed and all fields are complete. Any questions, please call 928-669-1320

Job Summary:

The Office of the Attorney General provides legal representation to the Colorado River Indian Tribes, its Tribal Council, departments, and enterprises. The Office is a diverse and dynamic working environment.

Duties & Functions:

The Deputy Attorney General works with Tribal Council and all Tribal Departments and Enterprises, under the supervision of the Attorney General. Duties include but are not limited to the following;

- Representing the Tribal government and its departments and enterprises in tribal, federal, state, judicial and administrative forms at the federal, tribal, and state levels
- Drafting and reviewing agreements, contracts, leases, and correspondence
- Provide legal opinions on various matters including administrative, law enforcement, real estate, human resources, environmental, gaming and general business law
- Drafting legislative, regulations, and policy
- Assist Tribal Department in enforcing Tribal Codes
- Responsible for general civil litigation, adult guardianship cases, as well as EPO and Fish and Game cases, and back-up/conflict support for adult's criminal, juvenile delinquency, and child in need of care cases, which includes making regular court appearances and drafting court pleading for Tribal Court
- Communicate, advice, and meet with Tribal Council, department directors, and enterprise managers when necessary
- Other duties may be assigned at the discretion of the Attorney General or designee to fulfill the Department's needs, objectives and/or goals
- Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

- Computer literate, good writing and verbal communication skills
- Ability to work well with others in a sometimes stressful, high-volume work environment

Education & Experience Requirements:

- High School Diploma or G.E.D.
- Graduate of an ABA accredited law school preferred
- Must be a licensed member in good standing of a state bar, Arizona or California state bar is preferred
- At least one year experience in the practice of law is preferred

- Computer literate, good writing and verbal communication skills
- Knowledge of principles of Federal Indian law and/or administrative law preferred
- Must possess a current valid driver's license throughout employment.

Physical Requirement:

- Be able to stand at least eight (8) hours
- Must successfully complete a drug screening test prior to appointment
- Ability to pass a background check
- Physically able to perform duties assigned
- Ability to travel when necessary
- Occasionally work extended shifts as assigned, some weekends and holiday