



## PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez Jr.  
Louise Burke  
Catalina R. Chacon  
Marc Luker  
Joseph Murphy  
Michael A. Vasquez

Tribal Secretary:  
Nichole Vasquez-Sutter

Tribal Treasurer:  
Amy Minniear

### JOB DESCRIPTION

**POSITION:** Associate General Counsel  
**STATUS:** Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** Pechanga Office of the General Counsel  
**SUPERVISOR:** General Counsel  
**POSITION CATEGORY:** C  
**RATE OF PAY:** DOE

#### SUMMARY:

The Associate General Counsel will work in the Office of the General Counsel under the direct supervision of the General Counsel for the Pechanga Band of Indians. The Associate General Counsel will work with the General Counsel and Deputy General Counsel to provide legal services, representation and advice on legal issues confronting the Tribal Government, its entities and enterprises; provide guidance and assistance to Tribal Government departments; and provide limited service to tribal members in matters relating to tribal status.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide legal advice and assistance to the Tribal Council on legal issues as needed.
- Enhance and protect the Tribes sovereignty, jurisdiction, and authority.
- Provide a broad range of legal services such as, but not limited to contract law, employment law, administrative law, tribal jurisdiction, environmental law, cultural resource preservation, and child welfare.
- Representation in administrative proceedings.
- Work with the General Counsel and Tribal Council, to draft Tribal legislation, ordinances, resolutions, administrative rules and regulations and other documents and instruments.
- Advise tribal government, environmental, finance, fire, law enforcement, water departments and other governmental departments as needed.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Must possess Juris Doctor Degree from an ABA accredited law school.
- Must be a Member of the California state Bar and licensed to practice law in the state of California.
- Must have a minimum of 3-5 years experience in all aspects of American Indian law, with knowledge and experience in employment law, Intellectual Property, Indian Child Welfare Act, gaming law, contracts and litigation. Knowledge and experience in environmental and natural resources law.

**Hiring Preference:** The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Tribal, State and Federal experience dealing with Tribal Cultural/Sacred Site protection issues.
- Ability to conduct legal and general research that is accurate and thorough.
- Ability to provide accurate, useful, and understandable information and reliable legal advice.
- Excellent capacity to organize and establish priorities.
- Ability to manage multiple projects effectively and meet firm deadlines.
- Strong written and oral advocacy skills required.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have the ability to work closely with the Tribal Council, General Counsel and department staff on matters affecting the Tribe or any of its entities or departments.
- Must have good written and verbal communication skills and excellent ability to advocate and persuade.
- Must have the ability to analyze and apply legal principles, facts, evidence and precedents to legal problems.
- Must possess good interpersonal skills and have the ability to work in a supportive and professional manner with Tribal Council, other attorneys, and support staff.
- Must be able to establish and maintain effective working relationships with the Pechanga community, Tribal Council, Tribal department staff, committee members and other parties.
- Thorough knowledge of and commitment to professional ethics standards, particularly those rules that relate to the representation of governments and other organizations.
- Must have proficiency in legal research techniques, good electronic and library research skills, and good knowledge of other legal resources.
- Must have the ability to be persuasive and tactful in controversial situations.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This is a largely sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. They must be able to speak clearly so listeners can understand and understand the speech of another person.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to

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see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office, or moderately noisy during events, General Membership meetings and when working outdoors.

*Employee's acknowledgement:* I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee

\_\_\_\_\_  
Signature of Employee's Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee's manager

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