

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2017-25**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

**POSITION:** Attorney  
**OPENING DATE:** March 28, 2017  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Governor/Government Affairs Department  
**SALARY RANGE:** E-18; \$66,074 - \$110,123

**Position Summary:**

Under the direct administrative supervision of the Government Affairs Director, serves as an in-house legal advisor, representative, and counselor. Ensures the adherence to applicable laws to protect and enhance tribal sovereignty, to avoid or prevent expensive legal disputes and litigation, and to protect the legal interests of the Pueblo government. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

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

**Essential Duties & Responsibilities:**

- Advises and represents the Pueblo of Laguna in contract matters, relations with the United States Government and federal agencies, relations with state and local governments and agencies.
- Appears before and responds to federal and state legislative committees, litigation in federal, state, municipal or tribal courts on behalf of the Pueblo.
- Coordinates legal work and activities; maintains comprehensive records of projects.
- Attends Pueblo Council meetings, Staff Officers meetings, entities board meetings, and other meetings as directed to provide reports on relevant legal issues.
- Provides general legal services to programs and departments; reviews legal issues that arise in the day-to-day operations.
- Provides legal advice and representation on relevant legal matters which include but are not limited to economic development, gaming, taxation, tribal lands, natural resources, environmental resources, cultural resources, civil and criminal law, administrative matters, health and welfare issues, and employment law.
- Maintains active communication with Government Affairs Director and outside counsel as needed to prevent duplication of effort and to assure an effective resolution of problems.
- Reviews legal documents, including but not limited to court decisions, proposed legislation, rules, regulations, and pending legislation to protect the Pueblo's interests.
- Drafts legal documents, ordinances, regulations, policies, procedures, position papers, legal memoranda, correspondence, and executive summaries.
- May be assigned to work with various Pueblo Boards and Committees on issues of concern, attend meetings, or other external meetings as directed.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

**Minimum Qualifications:**

- Juris Doctorate from an accredited law school required.
- Seven years of relevant work experience in at least three of the following areas: federal Indian law; commercial transactions; leasing; and realty required.
- Current/valid membership in the State Bar of New Mexico required.
- Seven years of experience performing litigation for tribal governments; and code development preferred.
- Experience with executive, legislative, and judicial functions of tribal government preferred.
- Fluency in the Laguna language preferred.

Job Announcement No. 2017-25 Attorney

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for the background investigation process. Every governmental operations position is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Attorney is considered a High Risk Public Trust (HRT) position.

| Type of Background Check   | Required |
|--|----------|
| Pre-Employment Drug Screening  | X        |
| Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable) | X        |
| Employment Verification, Education / License Verification, Personal Reference Verification   | X        |
| Fingerprint Verification   | X        |
| Must Be Able to Drive a Pueblo Issued Vehicle  | X        |
| Other: Current/valid member of NM State Bar  | X        |

**Knowledge, Skills, Abilities, and Certifications:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements including Federal Indian case law, the Pueblo of Laguna Constitution and all existing and applicable codes; Executive Orders, and Council directives; and applicable Federal and State laws jurisdictions.
- Knowledge of Indian Law both federal and state.
- Ability to effectively communicate verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to interpret applicable laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality; to demonstrate moral character, self-responsibility, and accountability.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to be persuasive and tactful in controversial situations.
- Ability to create and present effective speeches and presentations.
- Ability to identify and secure alternative funding or revenue sources.
- Skill in computer use, including Westlaw, Word, Excel, Outlook, PowerPoint and software specific to office.
- Skill in reviewing and interpreting complex technical documents, manual, journals, and instructions, and financial reports.
- Skill in offering differing opinion in discussion for like objectives in multi-governmental or intra-governmental situations to enhance acceptance of opposing or conflicting views.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

**Physical Demands:**

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

**Work Environment:**

Work is regularly performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Travel is required for training, meetings, and other events.

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**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLEmployment@lagunapueblo-nsn.gov](mailto:POLEmployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**