



Kickapoo Traditional Tribe of Texas General Counsel

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Status: Salary/Exempt

Department: Legal

Title: * ~ 1 ~ B ° # 1 ° 1 ~ c

Date: March 23, 2017

I. Scope/Purpose:

The General Counsel works closely with Tribal Council, the Tribal Administrator and the Tribe's economic enterprises in all areas of law and specifically Federal Indian Law, on all matters affecting the Kickapoo Traditional Tribe of Texas and all its subsidiaries, including, but not limited to, providing legal advice and analysis of tribal, state and federal laws and regulations, specifically in relation to issues involving tribal sovereignty, civil and criminal jurisdiction, contracts, employment law, federal Indian gaming, compliance with IGRA and NIGC, federal grants, placing land into federal trust status, tribal governance, and the Indian Child Welfare Act, water and environmental law and policies; drafts and revises the Tribal Constitution, Law and Order Code, other tribal laws, ordinances, and policies; Represents the Tribe and/or individual tribal members in court or before quasi-judicial or administrative agencies of government. Works with

other lawyers representing the Tribe as contract attorneys including lawyers in the Republic of Mexico.

II. Specific Duties and Responsibilities

- Negotiate, write and execute agreements and contracts on behalf of the tribal Council and/or the tribal government.
- Offer counsel on a variety of legal issues to the Tribal Council and other tribal entities including Indian Child Welfare Act (ICWA), Indian Gaming Regulatory Act (IGRA), tribal enrollment, tribal civil and criminal jurisdiction, applicability of federal laws to the KTTT and other Federal Regulatory Acts.
- Serve as an advisor to the Tribal Council and the Tribal Administrator; works alongside employees in strategic business units, tribal enterprises, Human Resources, and international divisions of the Tribe including oversight of legal representation in the Republic of Mexico.
- Manage various projects and deadlines including drafting codes, ordinances, resolutions, memos, briefs, and pleadings.
- Research legal issues affecting the tribe by identifying applicable statutes, judicial decisions, and codes.
- Keep abreast of legislative changes and new court decisions that may affect the tribe.
- Perform pre-litigation work to minimize risks and maximize legal rights (tribal, federal, state, and local legislative bodies).
- Review advertising and marketing material to ensure compliance with legal requirements.
- Develop solutions to complex legal questions.
- Negotiate settlements and agreements on behalf of the Tribal Government.
- Litigate on behalf of the Tribe before tribal, federal, and state courts and administrative agencies as necessary.
- Draft legislation (for tribal, federal, state and local legislative bodies) promoting and defending the legal rights and interests of the tribal government.

- Draft and review legal agreements that promote and protect the legal rights and interests of the tribal government.
- Lobby on behalf of the tribal government before the executive officials, legislative bodies and administrative bodies of tribal, federal, state and local governments.
- Conduct public relations promoting and defending the tribal government's legal rights and interests.
- Abide by the disciplinary rules and other requirements of the bar association(s) of which the attorney is a member, as well as any disciplinary rules adopted by the Tribe to govern attorney practice on the Reservation. Maintain a high level of professionalism and ethics at all times.
- Comply with tribal laws and administrative policies.
- Be able to work on multiple projects simultaneously while remaining organized and meeting deadlines.
- Work effectively with a wide variety of non-legal staff and policy makers.
- Other duties as assigned

III. Methods of Accountability

- Effectiveness of application and compliance with tribal, federal, state and local regulatory matters.
- Clarity of legal issues to the Tribal Council
- Reporting on lobbying efforts to benefit the Kickapoo Traditional Tribe of Texas.

IV. Standards of Performance

- Demonstrated proficiency in supervising and motivating subordinates.
- Commitment to excellence and high standards.
- Excellent written and oral communication skills.
- Excellent presentation skills.

- Basic competence in subordinates' duties and tasks.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Ability to understand, provide and follow written and verbal direction.
- Attention to detail and accuracy.
- Ability to manage and maintain security of confidential data and information.
- Ability to exercise independent and sound judgment.
- Cultural awareness of and sensitivity to Kickapoo traditions, religious beliefs and way of life.
- Ability to read and write English and Spanish (preferred).
- Maintain a current license to practice law in the state of Texas.
- Maintain a valid Texas driver's license

V. Mental and Physical Requirements

- While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools or controls.
- The employee frequently is required to reach with hands and arms.
- The employee occasionally is required to stand, walk, stoop, kneel, crouch or crawl.
- The employee occasionally must lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.
- The employee must be able to communicate effectively in person or using telecommunications equipment.
- The employee must have the hand-eye coordination and manual dexterity to operate a keyboard, touch-screen display, telephone and calculator.
- The employee must have a normal range of hearing and be able to talk.

VI. Education, Training, and Experience

- Juris Doctor (JD) or equivalent law degree from an accredited institution and be licensed to practice law in the state; advanced degree preferred.

- 10-15 years related experience as an attorney in public and private practice. 3-5 years of demonstrated legal experience with Native American/Tribal business, and legislative issues.
- Tribal preference will be observed.

VII. Working Environments and Conditions

- Lighted, ventilated and temperature controlled office environment.
- The work environment can occasionally be stressful where deadlines are involved.

VIII. Equipment and Tools

- Successful completion of background check necessary to obtain and maintain License. Responsible to keep all documents current and valid at all times.
- Must be able to provide authorization to work in the United States.
- Must have access to reliable transportation to commute to and from work.
- KTTT and Native American preference is observed.

IX. Travel

- Overnight travel may be necessary

X. Equipment and Tools

- PC Software and network programs
- Telephone/Cell
- Copy Machine
- Computer Desk Top/Lap Top