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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

**Title:** Assistant General Counsel

**Reports To:** Karuk General Counsel

**Location:** Yreka, CA

**Salary:** Depending on Experience

**Classification:** Full Time, Regular, Exempt

**Summary:** The Karuk Tribe is the second largest tribe in California and has three administrative districts that are located in Orleans, Happy Camp, and Yreka. The Yreka district is located on the I-5 between Ashland, Oregon and Mt. Shasta, California.

The Assistant General Counsel will work in the Office of the General Counsel under the direct supervision of the General Counsel for the Karuk Tribe. The Assistant General Counsel will work to provide legal services, representation, and advice on legal, legislative, and governance issues confronting the tribal government, its entities, and enterprises.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322,  
Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Assistant General Counsel

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### **Responsibilities:**

1. Provides legal advice and assistance to the Tribal Council and departments in relation to their duties and the operation of the Tribe and its programs, projects, and services. This assistance shall include, but not be limited to, assistance in the following subject areas: self-governance development; natural resources and energy; health; employment; social services; economic development; and gaming.
2. Assist the Human Resources Department in drafting and providing legal opinions concerning personnel policies and procedures.
3. Draft ordinances and policies that assist in the implementation of the Tribe's self-governance objectives.
4. Negotiate, draft, and review contracts, agreements, memoranda of understanding, and other legal documents.
5. Representation of the Tribe and its entities in tribal, federal, and state courts, administrative proceedings, arbitrations and before federal and state legislative bodies and agencies.
6. Shall participate in annual Compact Negotiations.
7. Shall review, analyze, and report on legislation and other federal and state actions affecting any aspect of the Tribe's programs and services.
8. Shall attend local and out-of-state meetings, conferences, etc., on behalf of the Tribe as assigned.

9. Shall be available to travel between the Tribe's three (3) districts as assigned.
10. Shall perform other duties and responsibilities as may be assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have knowledge of federal Indian law, self-governance, and PL-280.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. A law degree from an accredited law school.
2. An attorney, in good standing, licensed to practice law in the State of California. If an applicant is not admitted in California, then they must be (1) licensed to practice law in another state and in good standing; and (2) willing to sit for the California bar exam within two (2) years of employment.
3. Two years of experience as a licensed attorney with experience in Indian law and tribal-government representation.
4. Strong writing, research, negotiation, and interpersonal communication skills; litigation experience; and an ability to thrive in an interdisciplinary and cross-cultural work environment while tolerating disparate viewpoints.
5. Must have demonstrated ability to establish and maintain effective tribal government-to-government relationships, as well as intra-organizational relationships with Tribal Council , managers, and program directors.
6. Must have demonstrated ability to take direction and complete assignments with limited supervision.
7. Must have demonstrated ability to be flexible and assist other staff in completing projects as assigned.
8. Must have demonstrated experience and skills in creative problem-solving and conflict resolution, and the ability to tolerate unforeseen and sometimes frustrating challenges while maintaining an even temperament.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: April 19, 2017**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_