



# Morongo Band of Mission Indians

## JOB OPENINGS

### In-House Legal Counsel

<b>Posting Date:</b>	9/10/2021	<b>Type of Position:</b>	Full-time
<b>Department:</b>	Legal	<b>Hours/week:</b>	40 hours
<b>Job Location:</b>	Banning, CA	<b>Classification:</b>	Exempt (Salary)
<b>Pay:</b>	D.O.E	<b>Closing Date:</b>	Until filled

#### JOB DESCRIPTION:

Under general direction of the Tribal Council, the In House Counsel's primary duties include providing on-site legal advice to the Tribal Council and various Tribal government and commercial entities regarding a wide variety of matters, including gaming related matters; attending frequent meetings of the Tribal Council and periodic meetings of the Tribe's General Membership; drafting Tribal Ordinances, policies and procedures; negotiating and documenting commercial transactions; drafting formational documents of Tribal commercial entities; negotiating, writing and reviewing various types of contracts, including leases, permits, purchase agreements, development agreements and inter-governmental agreements; and coordinating and working with the Tribe's outside General Counsel and special counsel.

#### EXPERIENCE, EDUCATION, & QUALIFICATIONS:

##### Education and Experience:

- At least seven (7) year of legal experience working for an Indian Tribe, or a firm representing Tribal interests and related areas.
- A Juris Doctor Degree from an accredited U.S. law school.
- Must have a good law school academic record evidenced by law school transcripts and writing samples.

##### Qualifications:

- Admitted to practice law and in good standing with the California Bar.
- Must have an excellent past work record evidenced by favorable references from past employers, a California State Court Judge, a Federal Judge or Magistrate, or at least two attorneys admitted to practice in the state in which they practice.

Note: Tribal members, spouses of tribal members, tribal children, and other Indians will be given priority status in the selection process. Current employees must be in their department no less than 180 days before they are eligible to transfer into another department. Only employees with a satisfactory work history will be considered. All potential employees will go through a background check, which includes a drug screen. Employees are required to complete Emergency Services Training and may be designated to work in the EOC (Emergency Operation Center).

If you have any questions, you may contact Human Resources at (951) 755-5180.