



Navajo Nation Gaming Enterprise

Position Classification and Description

POSITION TITLE: General Counsel
CLASSIFICATION: Exempt
DEPARTMENT: Administration
SUPERVISOR: Chief Executive Officer
GRADE: EGC

Position Summary:

Under the general direction of the Chief Executive Officer (CEO), the General Counsel (GC) serves as the chief legal advisor to Navajo Nation Gaming Enterprise ("NNGE"). The GC is responsible for directing, managing, and monitoring all legal matters and services for NNGE to ensure maximum protection of its legal rights and to ensure its operations comply with applicable law. Provides legal direction and advice to NNGE management on matters related to casino and business-related operations. Responsible for overseeing the negotiation and consummation of major vendor and commercial contracts. Provides strategic guidance, consultation, and support to senior management and the NNGE Board of Directors (BOD) on a comprehensive range of complex legal and associated issues involved in implementing the strategic mission, goals, and objectives of NNGE and all of its entities in accordance with applicable Navajo Nation, state, and federal gaming regulations.

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

Essential Duties & Responsibilities:

- Provides legal counsel and guidance to senior management and the BOD on all NNGE legal matters relevant to gaming operations.
- Ensures tribal sovereignty is protected and enhanced.
- Maintains fiduciary responsibilities of the Enterprise by coordinating with the Board of Directors, CEO and Chief Financial Officer.
- Anticipates and identifies legal issues and provides counsel to management to develop legal strategies and solutions.
- Ensures a team effort to provide legal counsel, recommendations, and alternatives to the CEO to define and determine business decisions.
- Reviews, researches, interprets and prepares both written and oral opinions on a wide variety of complex legal issues.
- Drafts, reviews, and edits policies and procedures, regulations, bylaws, and other legal documents.
- Reviews contracts, leases, and other legal documents; research legal issues and recommends revisions, as necessary.

- Oversees the negotiation and consummation of major vendor and commercial contracts.
- Manages and oversees the NNGE Legal Department and legal support staff.
- Oversees, manages and supervises work of outside legal counsel to ensure appropriate identification, analysis, prioritization, and coordinated response to legal, risk management, and compliance issues.
- Represents or oversees the legal representation of NNGE and upper management in judicial and administrative proceedings, and negotiations with other entities.
- Prepares and presents reports on the status and activities of legal issues to the CEO and BOD.
- Maintains collaborative relations with Navajo Nation, state, federal and local governments, and public agencies.
- Contributes to the organization's effectiveness by offering information and opinion as a member of the executive management team. Remains current and knowledgeable on new legal theories and principles by conducting legal research; attending legal seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional associations, and conferring with legal counsel from related gaming and Tribal organizations.
- Supervises and counsels the Executive Director of Compliance.
- Contributes to a team effort and accomplishes related results, as required.
- Works with the Executive Director of Human Resources to assist in implementing Enterprise human resources policies and procedures.
- Performs other duties, as required.

Minimum Qualifications:

Juris Doctorate from an American Bar Association accredited law school with a minimum of ten (10) years of legal experience working with Tribal Government(s) on a variety of complex legal issues and experience in negotiating commercial transactions in a corporate or law firm setting. Must be admitted to the Navajo Nation Bar or gain admission within six (6) months of employment. Tribal gaming experience preferred. Licensed to practice law in the State of Arizona, New Mexico, Colorado, or Utah. Must be twenty-one (21) years of age or older. Must possess and maintain a valid driver's license. Must meet all knowledge, skills, and abilities requirements. No felony, theft, or stealing convictions. Must be able to successfully pass pre-employment drug/alcohol screening, criminal and character background investigations, and obtain and maintain applicable gaming licenses. Navajo preference in accordance with the Navajo Preference in Employment Act.

Knowledge, Skills and Abilities:

- Knowledge and ability to interpret and communicate applicable Navajo Nation, federal, state, county, and local laws, regulations, and requirements related to NNGE operations and Tribal Sovereignty.
- Extensive knowledge of Tribal and Federal Indian Law.
- Knowledge of gaming regulations and state compacts.

- Skill in legal research and analysis.
- Skill in identified areas of expertise, such as litigation, transactions, investigations, policy analysis, etc.
- Skill in assimilating, reconciling, and prioritizing diverse information, recommendations, policy considerations, and organizational objectives.
- Skill in operating various word-processing, spreadsheets, and database software programs in Windows Software, specifically Word, Excel, Access, and PowerPoint.
- Skill in coaching and advising management and executive-level employees.
- Skill in identifying and drafting needed policy and legal infrastructure.
- Skill in analyzing situations, problems, projecting consequences, identifying solutions, and implementing recommendations.
- Administrative skills and experience in directing and overseeing legal department and staff.
- Excellent verbal, written communication, and internal personal skills. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet approved timelines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to work as part of a team and meet approved deadlines.

Physical Demands:

While performing the duties of this job, the employee may be required to sit for prolonged periods, walk; stand; use hands for dexterity of motion; stoop, bend, kneel or crouch, and have normal auditory and verbal communications skills. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Occasional work is performed in a Casino setting with exposure to second-hand smoke and a moderate noise level. Extended hours and irregular shifts may be required. Tight time constraints and multiple demands are common. Extensive travel required.