

**The Circle Law Group
Sacramento Office
Tribal Attorney Job Description**

ABOUT THE FIRM:

The Circle Law Group, P.C. is an Indian owned law firm in Sacramento, California that represents Indian tribal governments. We represent Indian tribes in government-to-government negotiations, gaming matters, economic development financing, land use planning, Indian child welfare, taxation, cultural resource protection and representation related to internal tribal governance matters. We represent tribes and their tribal businesses across the state of California and in western states. A qualified attorney candidate may work in the Sacramento office, in a hybrid mode, or remotely depending on experience. Position open until filled.

RESPONSIBILITIES:

1. Provide counsel and legal services to clients as well as represent clients in a professional manner while maintaining express confidentiality.
2. Participate in business development functions (trade shows, seminars, etc.) to maintain and build client relationships as well as expand business.
3. Travel to off-site meetings with prospective and current clients as needed.
4. Apply knowledge of business issues, legal procedures, cases, statutes, and other regulatory authority to effectively counsel clients.
5. Communicate with opposing attorneys through personal contact, telephone/email and facsimile to expedite cases to closure.
6. Conduct legal research by preparing legal memoranda and necessary pleadings required in all aspects of state, federal and tribal litigation matters on an as needed basis.
7. Appear at hearings and trials as needed and/or assigned.
8. Draft tribal codes, regulations, agreements, analyze and review legal documents as needed.
9. Interface with clients on a continuous basis.
10. Comply with all court and state bar licensure obligations.
11. Comply with firm employee handbook and other processes.

12. Perform other related duties as assigned.

SKILLS:

Understanding of federal Indian law principles and tribal sovereignty required
Excellent verbal communication skills
Professional written communication skills
Experience using law firm technology
Project management ability
Well-developed presentation skills
Ability to record time daily and work independently
Literate in Microsoft Office programs, Adobe and Timeslips software

EDUCATION/TRAINING:

Degree: Juris Doctorate from an ABA Accredited University
License: Admitted to the California State Bar

OTHER REQUIREMENTS:

Driver's License
Writing sample
Federal Indian law program certificate or equivalent experience

ANNUAL SALARY RANGE:

\$120,000 and up depending on experience. Partnership shares available to qualified candidates.

Please submit the following:

- Cover Letter
- Resume
- Official/Certified Law School Transcript (if \geq 5 years of experience)
- Documentation of California State Bar admission
- Writing Sample
- Tribal Citizenship documentation

Contact Jason Lee at (916) 809-8900 or jason@thecirclelaw.com for more information.