



# THE HOOPA VALLEY TRIBE IS NOW HIRING!!!!

## SENIOR TRIBAL ATTORNEY

**SENIOR TRIBAL ATTORNEY:** Office of Tribal Attorney. Regular, Full-time. Salary: \$140,000/ Annually. The Senior Tribal Attorney is responsible for providing legal advice, representation, drafting, research, and opinions on a wide range of matters as requested by Tribal Administration, Tribal Programs, and Tribal Enterprises. Major responsibilities include: tribal policy development, legal research and drafting, review of business contracts and facilitation of economic development efforts, representation in civil and administrative proceedings, negotiations with local, state, and federal agencies, and other duties as assigned. Will also work closely with the Tribe's legal team and other attorneys with whom the Tribe has contracted for specific additional legal representation. Administrative duties include: preparing annual departmental budgets, assisting the Hoopa Valley Tribal Council (and its various departments and entities) in allocating its legal resources in a cost-effective manner, supervising outside counsel, and hiring/managing Office of Tribal Attorney staff.

### **MINIMUM QUALIFICATIONS:**

- Respectful, courteous, and friendly to the public, other tribal employees, and tribal leaders. A team player who helps the Tribal Council meets its objectives. Takes initiative to meet work objectives. Effective communications with the public and other tribal employees. Gets along with co-workers and managers. Demonstrates honesty and ethical behavior.
- Must have knowledge of Microsoft Word, Acrobat, Word Processing software and Excel Spreadsheet software.
- Establish and maintain effective working relations with the Tribal Council, Tribal Departments and/their Entities, Committees, Community, and outside resources with firmness, tact, and impartiality;
- Prepare and present effective oral and written informative material related to the activities of the Hoopa Valley Tribal Council. This will include technical writing and presentations to diverse audiences;
- Ability to analyze complex problems and situations and to propose quick, effective, and reasonable courses of action;
- Ability to organize information (maintain organized files, notes, and records) and be able to organize, and plan multiple tasks and projects;
- Ability to check, analyze workload/caseload to determine effectiveness and determine future needs.
- Must have supervisory experience.
- Must be a graduate of an A.B.A. approved Law School; Juris Doctor (JD) Degree. Must be licensed to practice law in any state of the United States, preferably California, and obtain admission to the Hoopa Valley Tribal Court Bar. At least four (4) years of experience practicing Federal Indian Law or providing legal services to Tribal Governments.

### **DEADLINE TO APPLY: February 5<sup>th</sup> ,2026**

HVT Application Requirements: To be considered for a HVT position, applicants must submit the following verification: 1) A complete HVT Employment Application (a resume is optional but alone does not meet this requirement). 2) Official or unofficial transcripts from an accredited college or university verifying required education, if applicable. 3) Tribal verification must be attached if requesting Indian Preference. Incomplete applications will not be considered. For more information, job descriptions, or applications, please contact HVT Human Resource Department at (530) 625-9200 or by email at [hrrecruitment@hoopa-nsn.gov](mailto:hrrecruitment@hoopa-nsn.gov). The Hoopa Valley Tribe Drug & Alcohol Policy and TERO Ordinance apply to all employment hires.