

**Pueblo of Sandia
LAW CLERK
JOB DESCRIPTION**

Division	Tribal Government	Department	Tribal Administration
Salary	\$180,688.53 - \$271,032.80	Reports to	General Counsel

Position Summary

Under the supervision of the General Counsel and according to established policies and procedures, the Law Clerk performs a variety of legal duties to the General Counsel's office on a diverse range of legal services to the Pueblo and its commercial enterprises. Typically, the Law Clerk will conduct legal research, draft opinions and policy, proofread legal correspondence and other documents, and handle other legal administrative duties that may arise.

Our philosophy is built on the principles of integrity, fairness, collaboration, communication, and recognition for performance excellence. Meeting all performance standards leads to attracting and retaining a qualified workforce, provides opportunities for qualified team members, and contributes towards the ongoing success of the Pueblo of Sandia today and in the future.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended only as illustrations of the various types of duties and responsibilities that may be required. The omission of specific statements of duties does not exclude them from the position if the work or required expertise is similar, related or a logical assignment.

1. Perform legal research across a wide variety of legal subject areas to support the work of the General Counsel's office.
2. Prepare memoranda, correspondence, case law briefs, and legislative summaries.
3. Assist in drafting appropriate ordinances and policies that implement the Pueblo's self-governance objectives.
4. Prepare and revise standard agreements for the Pueblo's contracting obligations and commercial activities.
5. Assist in developing environmental regulations, standards, and policies.
6. Assist in writing, editing, and finalizing reports, opinions, correspondence, articles, and other documents.
7. Assist in drafting and/or reviewing grants, contracting guidelines, proposals, ordinances, resolutions, contracts, leases and other legal documents.
8. Prepare legal opinions as requested.
9. Assist the General Counsel in coordinating activities with contracted legal specialists engaged by the Tribal Council for the preparation and trial of cases in which the Pueblo of Sandia may be involved.
10. Punctual and regular attendance is an essential responsibility for all team members who are expected to report to work based upon the assigned schedule each day in accordance with the Attendance Policy for the Pueblo of Sandia.

Additional Responsibilities

1. Supports a single function and holds a position that does not supervise people.
2. May hold current licenses, certifications, specialized education, and possess stipulated technical expertise as required.
3. Demonstrates advanced knowledge in all aspects of the specialized function.
4. Performs work as a highly skilled individual contributor and considered a subject matter expert within the peer set, particularly with problem-solving.

5. Critical thinking and the ability to analyze issues and identify solutions.
Key Performance Indicators
This position has Key Performance Indicators (KPI's) identified as a measurement of success. KPI's will be shared with all team members who work in this job title and feedback will be provided regarding the successful completion of the KPI's as part of the performance review process.

Knowledge, Skills, and Abilities
<ol style="list-style-type: none"> 1. Ability to investigate, analyze and interpret information from varying facts, resource materials and circumstances to draw conclusions. 2. Demonstrated ability to conduct complex legal research. 3. Ability to consistently exercise discretion and judgment under the supervision of the General Counsel. 4. Sound working knowledge of tribal, federal and state court systems, legal research procedures, and legal research resources. 5. Excellent written and oral communication skills and thorough knowledge of standard legal research tools such as Westlaw. 6. Attention to detail and commitment to accuracy. 7. Ability to take initiative and manage multiple projects and priorities on tight time frames while demonstrating a strong work ethic. 8. Demonstrated flexibility and an eagerness to learn and take initiative on a variety of projects. 9. Ability to use discretion, keeping in mind the confidential nature of some aspects of the work. 10. Ability to maintain professionalism in attitude and appearance. 11. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Education and Experience
<u>Required:</u> <ol style="list-style-type: none"> 1. Enrolled in law school accredited by the American Bar Association and completed 2L year or a Juris Doctorate degree conferred within prior three (3) years. 2. Native American Law coursework or relevant experience.

License/Certifications/Registrations
<ol style="list-style-type: none"> 1. Must be able to successfully pass a stringent background investigation. 2. Will require a post-offer, pre-employment and random drug screening.

Physical Requirements/Working Conditions	
The following selected physical activities are required to perform the essential functions of this position	
Physical Requirement	Description
Seeing	The ability to perceive the nature of objects by the eye.
Walking	Job requirements include, in the performance of duties, walking throughout the work area, on various work surfaces throughout internal or external locations.
Sitting	Particularly for sustained periods of time.
Standing	Particularly for sustained periods of time.
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Working Conditions Required:	<ol style="list-style-type: none">1. Work is normally performed in a typical interior/office work environment.2. Work hours are 8:00 am to 5:00 pm, Monday through Friday (except observed holidays).3. This position is not eligible for remote work or telecommuting, or alternative work schedules.4. No or very limited physical effort required.5. No or very limited exposure to physical risk.
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The content of this job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

The job description reflects the assignment of the essential functions of the current position but does not prescribe or restrict tasks that may be assigned. The essential functions are specified but are subject to change at any time for various reasons, including management discretion.

The Pueblo of Sandia reserves the right to make changes to the job description whenever necessary.

Selected candidates must submit to and pass a pre-employment drug and alcohol screening as part of the pre-employment process. Drug and alcohol screening will continue through post-hire testing to be conducted by a third-party random number generator. Selected candidates must submit to and pass a criminal background screening as part of the pre-employment process.

The Pueblo of Sandia is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital status, disability, sexual orientation, or any other characteristic protected by state or federal law.