



Cow Creek Government Office

Position Description

Position Title: General Counsel

Department: Legal

Reports To: Tribal Board

FLSA Designation: Exempt

POSITION PURPOSE:

The General Counsel provides in-house professional legal counsel and representation to the Cow Creek Tribal Government, including the legislative and executive branches of the Tribe, the administrative departments, offices and programs.

ESSENTIAL FUNCTIONS:

- Provides guidance to the Tribal Board, and assistance to other attorneys in the Office of General Counsel on matters involving the Tribe's interest.
- Enhance and protect the Tribe's sovereignty, jurisdiction, and authority.
- Oversee and coordinate retained outside legal counsel to ensure the Tribe's interests are being protected.
- Assists in drafting Tribal legislation, ordinances, resolutions, administrative rules and regulations, and other documents and instruments.
- Adhere to Tribal Law and other applicable laws, and all policies and procedures of the Cow Creek Tribe.

QUALIFICATION STANDARDS:

- Juris Doctor Degree from an ABA accredited law school required.
- At least four years of law practice experience with a law firm, legal department, non-profit, or legal services organization.
- Oregon State Bar membership in good standing.
- Extensive knowledge of Federal Indian Law and Tribal preference required.
- Computer literacy and experience essential.
- Experience in business/corporations and government preferable.