



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

Vacancy Announcement

Thursday, November 30, 2017

The Administration currently has a Part Time Staff Attorney position available.

Job Summary

Under limited supervision and the direction of the Governor, provides legal services to the Pueblo de San Ildefonso. Responsibilities include working with outside counsel on legal issues, assuring that legal advice and counseling are consistent with the Pueblo de San Ildefonso Governing Document and with applicable law; and maintaining confidentiality of all privileged information. Duties include reviewing and preparing legal documents; assisting in the codification of tribal laws; providing legal, and policy analysis of issues for the Governor and department Directors; preparing legal research; and drafting contracts. Performs related work as delegated by the Governor.

Minimum Qualifications

A Juris Doctorate Degree from an accredited law school. Must be a member in good standing of the State Bar of New Mexico or licensed and in good standing in another state in the United States. Knowledge of Federal Indian law, law related to procurement, contracting, labor and employment. Ability to prepare and draft ordinances, resolutions, rules and regulations, policies, contracts, and other legal documents free of ambiguities and easy to comprehend, and that protect the Pueblo's interests. Knowledge of methods and techniques of legal research and use of legal resources and materials. Skill in interpreting and applying complex laws, statutes, ordinances, and rules to the facts and evidence in individual cases. Must have a favorable background check, a valid driver's license and be insurable under the Pueblo de San Ildefonso's insurance policy.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

A job description and application are available in the Human Resources office. Downloadable applications are available on our web site at www.sanipueblo.org. Submit your resume and application to the Human Resources office; via e-mail to karquero@sanipueblo.org or fax to (505) 455-4149. Call (505) 455-4112 with questions about this position

DEADLINE FOR APPLYING: Open Until Filled