



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Associate General Counsel	
Department:	Tribal Administration	
Employment Status:	Exempt	Pay range: E6/\$76,731- \$115,128
Opening Date:	May 8, 2025	Closing Date: Open until filled

Job Summary

Under the supervision of the Senior General Counsel, provide general legal advice to the Tribe and its sub-entities in a broad variety of areas including but not limited to contracts, employment, Indian gaming, taxation, jurisdiction, environmental regulation, cultural resource preservation, child welfare, and Tribal Code development.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Provide legal advice and otherwise act as general counsel to the Tribal Council, Tribal Administration, Tribal Courts, Mescalero Apache Schools, Mescalero Care Center, Mescalero Cattle Enterprise, Mescalero Gas Company, Mescalero Gaming Commission, and individual Tribal departments
- Develop, draft, and amend resolutions and ordinances as directed by Tribal Council.
- Prepare and review contracts, agreements, leases, rights of way and similar documents
- Review grant agreements, provide advice to grant programs on grant rules and regulations, including procurement rules, and assist with communication with funding agencies
- Draft policies and procedures for government departments and entities.
- Interpret and advise the Tribe on federal and state statutes, regulations, and court decisions
- Work closely with state and federal lobbyists on issues of importance to the Tribe.
- Conduct research on assigned legal matters and draft legal memoranda
- Assist the Tribal President and Tribal Council in negotiating contracts, purchases and other agreements on behalf of the Tribe
- Recommend litigation and represent the Tribe or assist in the retention of outside legal counsel in litigation before state or federal courts
- Represent the Tribe in administrative actions before state or federal administrative tribunals
- Maintain strict confidentiality and present a positive, professional demeanor and image at all times
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor
- Performs other duties as assigned.

Minimum Qualifications

- Juris Doctorate from an ABA accredited law school
- At least three (3) years' experience as a practicing attorney, preferably five (5) years and with a tribal government or entity that represents tribal interests
- Must be able to provide at least one writing sample
- Advanced proficiency in Microsoft Office (Word, PowerPoint, Excel, & Outlook) and Adobe Acrobat
- Ability to follow direction and to work collaboratively with groups or individuals.

- Licensed to practice law in the State of New Mexico; or must be licensed in another state and become licensed in the State of New Mexico following the next available bar exam; or by reciprocity no later than six months after date of hire; if not licensed in any state, then must become licensed in the State of New Mexico following the next available bar exam
- Familiarity with federal Indian law
- Must be able to pass background check to meet the employment eligibility requirements as they pertain to the position
- If terminated from any previous position held as an attorney then the applicant must demonstrate that such termination was made without cause or that the reasons for termination would not adversely impact the duties and responsibilities herein
- Licensed to practice law in the State of New Mexico
- Must possess valid State driver's license and meet Tribal insurance standards.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Selection will comply with "Tribal Preference Hiring" Ordinance 06-02.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of judicial procedures and rules of evidence.
- Knowledge in preparing and representing basic to moderate civil law cases before federal, state and tribal.
- Skill in organizing resources and establishing priorities.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Ability to analyze and prepare a wide variety of legal documents.
- Ability to communicate effectively verbally and in writing.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to interpret applicable federal, state, and local laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to make solid decisions and exercise independent judgment.
- Ability to work independently and meet strict time lines.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office or indoor setting with a moderate noise level. Evening, weekend, and/or holiday may be required.

Please submit an Application for Employment or resumé to the Human Resources Department, 575-464-9276. Applications are available on the Tribal website, www.mescaleroapachetribe.com/careers/.