



KIOWA TRIBE JOB OPPORTUNITY

HOW TO APPLY: Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

SUBMIT TO: HR@kiowatribe.org or kiowatribe.org/careers

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Job Opportunity: KTJA-24-014	Opens: 12/13/2023
Position Title: Attorney General	Closes: OUF
Salary Rate: \$160,000 to \$200,000 Exempt	Duty Location: Carnegie, OK

JOB SUMMARY

The position of Attorney General shall be responsible for legally protecting Tribal assets, defending the integrity of the Tribe, assisting and advising the Executive Branch in their pursuit of progress on behalf of the Kiowa Tribe, and managing and providing services and representation to the Chairman and Vice-Chairman of the Executive Branch.

Goal: To provide legal counsel and advice to the Executive Branch on any/all issues related to the Kiowa Tribe Construction, all Kiowa Laws and Policies and other issues related to contracts and agreements. Will assist the Chairman in carrying out all established goals and objectives of the Kiowa Tribe to ensure strict compliance with all laws and policies applicable.

Reports To: Chairman

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Juris Doctor Degree with a license to practice in Oklahoma.

Experience Requirements: Five (5) to seven (7) years' experience as Attorney General and at least two (2) years working with (a) a tribe, tribal entity, or organization dedicated to tribal interests or (b) a federal or state government agency with oversight or responsibility for tribal issues.

- Provides legal representation to the Executive Branch of the Kiowa Tribe.
- Assist the Chairman in carrying out all established goals and objectives of the Kiowa Tribe to ensure strict compliance with all laws and policies applicable.
- As directed by Chairman, will support all Division Executive Directors on any legal and compliance issues, providing counsel and advice on all matters as they relate to the Kiowa Constitution, Laws, Policies and Historical Treaties.
- Prepare and recommend appropriate tribal laws, resolutions, rules and regulations for resolution approval.
- Help guide, develop, implement, and regularly evaluate tribal codes, policies and procedures, including, but not limited to legal review and approval of contracts, agreements leases, and similar documents.
- Research and monitor federal and state legislation that could impact any of the Tribes' interest and recommend appropriate legal or legislative action.
- Issue advisory opinions on legal questions interpreting tribal law upon request of the Chairman.
- Represent the Tribe in all legal proceedings and in other matters that affect the legal interests of the Tribe.
- Adheres to and follows all Tribal policies and procedures.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must have the ability to prepare a variety of complex correspondence, as well as the ability to prioritize workflow.
- Excellent research, writing and advocacy skills are required.
- Must be able to pass a States/FBI Criminal background check.
- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.