

Native Village of Eyak
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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

General Counsel

Team: Administration Department
Reports To: Executive Director
FLSA Status: Exempt

Salary Grade: DOE
Schedule: Full-Time, 40 Hours/Week
Last Revised: 4/16/2025

POSITION SUMMARY

The General Counsel serves as the chief legal advisor to the Native Village of Eyak, providing comprehensive legal guidance and representation to Tribal Council, departments, and enterprises. This role ensures all organizational actions comply with applicable federal, state, and tribal laws, while supporting sovereignty, governance, and strategic priorities of the Tribe.

Work is performed and duties are carried out in accordance with established policies and procedures.

ESSENTIAL DUTIES

- Maintains knowledge of the legal requirements and government reporting regulations affecting all NVE programs and operations en policies, procedures, and reporting comply.
- Provide legal advice and counsel on a wide range of issues including tribal governance, sovereignty, contracts, employment, real estate, regulatory compliance, and litigation.
- Represent the Tribe in legal proceedings, negotiations, or in collaboration with external counsel.
- Draft, review, and negotiate contracts, MOUs, and legal documents.
- Interpret federal, state, and tribal statutes and regulations relevant to the Tribe's operations and sovereignty.
- Ensure the Tribe's policies and procedures comply with applicable legal standards.
- Advise the Tribal Council and Executive leadership on risk management, strategic initiatives, and intergovernmental relationships.
- Coordinate with external attorneys and manage legal service providers as needed.
- Support the development, review, and implementation of tribal codes, ordinances, and resolutions.
- Lead or assist in legal matters involving land, environmental issues, economic development, and natural resources.
- Provide legal training and updates to Tribal leadership and staff.
- Complies with the Health Insurance Portability and Accountability Act (HIPAA) and/or any other confidentiality requirements, laws and regulations as applicable.
- May hire, train, assign, schedule, direct, supervise, evaluate, and discipline employees.
- May develop a departmental operating budget; allocate funds, control costs, and modify as needed.

- Performs related duties.

SUPERVISORY RESPONSIBILITIES

This is an executive-level position with broad responsibility and authority for the development and implementation of legal strategy, alignment with organizational objectives, oversight of legal resources, and high-level personnel and policy decisions. The General Counsel is accountable for ensuring legal compliance, protecting the interests of the Tribe, and guiding strategic initiatives through expert legal counsel. The position operates with significant autonomy and discretion, receiving only high-level direction or final approval from the Tribal Council or Executive leadership on matters of overarching policy, strategic priorities, or governance.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal Indian law, tribal sovereignty, and Alaska Native legal issues.
- Knowledge of Native Village of Eyak departments, programs, and services.
- Knowledge of relevant federal, state, and tribal laws, including accrediting and regulatory agency rules and regulations.
- Knowledge of management principles and practices, including organizational HR policy and procedures.
- Knowledge of budget preparation, financial principles, and related business acumen.
- Knowledge of program planning and development principles.
- Knowledge of modern office practices and procedures.
- Knowledge of computers and job-related software applications, including database and office systems.
- Ability to read, interpret, and apply legal and technical documents such as government regulations, professional journals, and business communications.
- Ability to respond effectively to sensitive inquiries and complaints.
- Ability to work independently, exercise sound judgment, and maintain confidentiality.
- Ability to identify and resolve problems efficiently and diplomatically; evaluate alternatives and implement solutions.
- Ability to foster a cooperative, culturally respectful, and harmonious working environment.
- Ability to organize and prioritize multiple demands and complex assignments.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and cultural sensitivity.
- Skill in exercising good judgment, negotiation, and conflict resolution.
- Skill in developing and delivering effective presentations.
- Skill in strategic planning, project management, and team leadership.
- Skill in supervising and managing staff, including conflict resolution and performance development.
- Skill in interpersonal relations, mediation, and maintaining professional relationships.
- Skill in maintaining accurate records, legal files, and documentation.

EDUCATION AND EXPERIENCE

Education:

- Juris Doctor (JD) from an accredited law school

Experience:

- Minimum of five (5) years of progressively responsible legal experience

- Preferably with tribal, governmental, or nonprofit organizations

Certificates & Licenses:

- Licensed to practice law in the State of Alaska or eligible for Alaska Bar admission within one year
- Possession or ability to readily obtain a valid driver's license issued by the State of Alaska with a clean driving record
- Must be insurable under the Native Village of Eyak driving policy

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, the following will be required of employees:

- Work is sedentary, employees typically sit comfortably to perform tasks
- Some walking, standing, bending
- Carrying light items (e.g., papers, books, small parts)
- Driving an automobile may be required
- Ability to read, write, speak, and hear

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, requiring use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals.
- An adequately lit, heated, and ventilated workspace.

Other Requirements: Required to submit to a background check and follow the NVE Tribe's drug policies.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Native Village of Eyak has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Native Village of Eyak reserves the right to change this job description and/or assign tasks for the

employee to perform, as the Native Village of Eyak may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN TITLE 25 USC 44-46 & 474.

Employee Signature:

Date:

Manager Signature:

Date: