

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Assistant General Counsel
DEPARTMENT: Executive
PROGRAM: Office of Tribal Attorney
STATUS: Full Time
LOCATION: Tribal Complex- Concho, OK
ISSUE DATE: October 9, 2025

OPEN UNTIL FILLED

Position Summary:

Under direct supervision of the General Counsel, this position is responsible for providing legal advice on matters affecting the Cheyenne and Arapaho tribes. Assistant General Counsel represents the Tribe in all aspects of tribal government, including, but not limited to, Commercial Transactions, Contracts, Gaming, application of environment and natural resources laws and other federal laws relating to Tribal and reservation agencies and enterprises, federal-state jurisdiction issues, taxation issues, economic development, construction law, employment law, federal administrative proceedings, Tribal court jurisdiction issues, hunting and fishing rights and tribal taxation law and policy. Prepares legal research and writings as required; reports to the General Counsel the findings of all assigned tasks. Maintains confidentiality of all privileged information. 1-3 yrs experience.

Essential Duties & Responsibilities:

- Serves as Assistant General Counsel for the Tribal Government.
- Provides general legal counsel to the Executive Branch and all Tribal Departments.
- Reviews tribal resolutions and department/program contracts.
- On request of General Counsel, serves as counsel for Executive Branch meetings; and on request for Tribal Health Board meetings, Tax Commission meetings, Economic Development, Casino meetings, Community Council meetings, and meetings of standing Executive Branch committees.

- Advocates for and defends the interests and trust assets of the Tribes and negotiates inter-governmental agreements with Federal, State and local governments.
- Drafts, advocates for and secures Federal and State legislation to protect and further Tribal interests.
- Drafts and revises Tribal laws, ordinances, regulations, procedures, plans and policies, on behalf of the Executive Branch or Tribal departments.
- Prepares response for any legal correspondence.
- Conducts legal research and draft memoranda or reports on a variety of legal issues.
- Researches and reads all pending litigation and regulations affecting the Tribe and submits comment letters when requested by General Counsel.
- In coordination with General Counsel and Deputy General Counsel, represents the Tribe in litigation, including contract disputes, oil and gas disputes, insurance disputes and jurisdictional questions.
- Ensures compliance with civil regulatory ordinances of the Cheyenne and Arapaho Tribes.
- At the request of General Counsel, performs tribal constitutional analysis and drafting of memos on various constitutional questions.
- Assists in commercial activities for Econ Development, Lucky Star Casino and reviews contracts.
- Assists Gaming Commission with licensing procedures, licensing forms, Minimum Internal Controls and other issues as needed.
- Reviews lease and land assignment issues.
- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

Required Skills and Abilities:

- Knowledge and principles of Federal Indian law and/or administrative law preferred.
- Knowledge of Cheyenne and Arapaho Tribal Law and Order Code preferred.
- Ability to pass both a Tribal and Federal (OMB Public Trust Position) background check.
- Computer literate, good writing and communication skills.
- Ability to work well with others in a sometimes stressful, high-volume work environment.

- Revision of the Tribes Law and Order Code.

Education & Experience Requirements:

- Graduate of an ABA accredited law school.
- Must be a licensed member in good standing of a state bar, Oklahoma bar is preferred.
- At least three (3) years' experience in the practice of law is preferred.
- Must possess a current valid driver's license.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov