



SAN JUAN SOUTHERN PAIUTE TRIBE

REQUEST FOR QUALIFICATIONS (RFQ)

SPECIAL LEGAL COUNSEL FOR ELECTION BOARD

Date Opened: February 10, 2021; Open Until Filled	
Applications Accepted By:	
<p>Mail, Fax or Email:</p> <p style="text-align: center;">San Juan Southern Paiute Tribe P.O. Box 2950 Tuba City, AZ 86045 t.talaswaima@sanjuanpaiute-nsn.gov Fax: 928-233-8948</p>	<p>Documents to Submit:</p> <p style="text-align: center;">Cover Letter Resumes for Primary Attorneys Proposed to Provide Services Two (2) Writing Samples Certificate(s) of Good Standing Fee Schedule Statement describing experience with Tribal Governments and how that experience qualifies you to represent a Tribal Election Board and Tribal Elections</p>
Position Description	
<p>The San Juan Southern Paiute Tribe, located in Tuba City, Arizona, is seeking to hire Special Legal Counsel to represent the Tribe's Election Board. The Special Legal Counsel will aid and inform the Election Board in performing its responsibilities to initiate, and conduct Tribal elections pursuant to the Tribe's Constitution, Law and Order Code and Election Ordinance. The Election Board Attorney is responsible for ensuring the Election Board takes any and all actions necessary to abide by the Constitution of the San Juan Southern Paiute Tribe, the Tribe's law and Order Code and Election Ordinance. Additionally, the Election Board Attorney is responsible for defending the Election Board against legal challenges brought against the Election Board.</p>	
<u>Duties and Responsibilities</u>	
<ul style="list-style-type: none"> • Serve as Special Legal Counsel for the Tribal Election Board and report directly to the Election Board, and attending Election Board Meetings as needed. • Provide regular updates regarding Election Board actions, responsibilities and decisions to the Tribal Council. • Appear as Counsel of Record on behalf of the Election Board to assert and defend the Election Board. • Advise the Election Board on all legal matters associated with the Tribal elections process, including dates and deadlines by which the Election Board must take certain actions, and the method by which those actions must be taken. • Advise the Election Board on matters associated with complying with the San Juan Southern Paiute Constitution, Law and Order Code and Election Ordinance. • Assist the Election Board with identifying and resolving any other issues related to Tribal elections. 	
<u>Qualifications and Skills</u>	
<ul style="list-style-type: none"> • Education: Juris Doctorate (J.D.) from an accredited law school. • Member of the State Bar of Arizona in good standing with no past or present disciplinary actions. • At least five (5) years of experience practicing law in representing Tribes. • Ability to work efficiently, cooperatively and professionally in a highly complex and vital element of the Tribe's government. • Ability to implement legal strategies necessary to meet Tribal priorities as directed by the Election Board. • Ability to educate and explain to the Election Board topics, procedures, and deadlines to enable informed decision-making by the Election Board in compliance with the San Juan Southern Paiute Tribe's Constitution, Law and Order Code, and Election Ordinance. 	



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