**SAN JUAN SOUTHERN PAIUTE TRIBE**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**PART TIME TRIBAL ENROLLMENT ATTORNEY**

**Date Opened:** March 10, 2022; Open Until Filled  
**Applications Accepted By:**

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<th>Mail, Fax or Email:</th>
<th>Documents to Submit:</th>
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| San Juan Southern Paiute Tribe  
P.O. Box 2950  
Tuba City, AZ 86045  
k.barlow@sanjuanpaiute-nsn.gov  
Fax: 928-233-8948 | Cover Letter  
Resume  
Two (2) Letters of Recommendation |

**Position Description**

The San Juan Southern Paiute Tribe, located in Tuba City, Arizona, is seeking to hire a Tribal Enrollment Attorney to assist the Enrollment Department in ensuring legal compliance and enforcement of the Constitution of the San Juan Southern Paiute Tribe (“Constitution”), and the Enrollment Ordinance, Title 3 of the San Juan Southern Paiute Law and Order Code (“Enrollment Ordinance”). This person shall provide advice and assistance to the Tribal Enrollment Department as needed, and may be asked to present information and general updates to the Tribal Council on behalf of the Tribal Enrollment Department.

**Duties and Responsibilities**

- Provide advice and assistance to the Tribal Enrollment Department to ensure legal compliance and enforcement of the Constitution and Enrollment Ordinance.
- Assist the Tribal Enrollment Department in drafting policies, forms, and other documents for use by the Tribal Enrollment Department.
- Present information and general updates to the Tribal Council regarding the functioning of the Tribal Enrollment Department as needed.
- Must be able to commit twenty (20) hours a month to the position.

**Qualifications and Skills**

- Education: Must possess a Juris Doctorate from an ABA accredited law school.
- Must be a member in good standing of the bar of any state.
- One (1) year of experience or practice in the field of federal Indian law and Tribal Enrollment.
- Must not have been convicted of a felony or a crime involving dishonesty or have been disbarred in any jurisdiction.
- Must be able to travel to Tuba City, Arizona, as necessary to efficiently and effectively assist the Tribal Enrollment Department.
- Must be able to pass a pre-employment drug screening.

*The San Juan Southern Tribe will not discriminate in employment on the basis of race, sex, religion or national origin. However, the Tribe will give preference to San Juan Southern Paiute tribal members, and then to other Indians, in hiring, promoting, training and other aspects of employment.*