

Title: **Associate General Counsel**
Location: Agua Caliente Band of Cahuilla Indians – Palm Springs, CA
Reports to: General Counsel
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Come work for the leading employer in the Coachella Valley. Agua Caliente offers a comprehensive benefit and compensation package that includes rich medical and dental benefits, a 401k plan with employer match, more than 3 weeks of paid time off per year for newly hired employees, lunch provided daily, and other great benefits like food and beverage discounts at our three casinos, fuel discounts, tuition and wellness reimbursement, plus much, more.

WHO ARE WE: The Agua Caliente Band of Cahuilla Indians is a federally recognized Indian tribe located in Palm Springs, California, with 34,000 acres of reservation lands that spread across Palm Springs, Cathedral City, Rancho Mirage, and into the Santa Rosa and San Jacinto mountains. The Tribe currently owns and operates two 18-hole championship golf courses, three casinos located in Cathedral City, Rancho Mirage, and downtown Palm Springs, the Agua Caliente Cultural Plaza, two world class spas, residential developments, commercial properties, and fuel stations. For more information about the Tribe, visit www.aguacaliente-nsn.gov.

JOB DESCRIPTION SUMMARY

Under direction of the General Counsel, the Assistant General Counsel for the Tribe is responsible for providing legal advice to the Tribal Council, Departments, Committees, and Tribal Business Entities regarding a wide array of Tribal legal matters. The Assistant General Counsel position will be integral to the growth of the Tribe's Legal and Tax Departments and will have a focus on all aspects of the Tribe's taxation authority, as well as Tribal code development, leasing, contract negotiation, and other matters as may be assigned.

EDUCATION and/or EXPERIENCE

- Member of the state bar of California preferred, or member of another state bar in good standing and willing to sit for California bar exam. Willing to become a member of the Tribal Court Bar.
- Minimum of three years of experience as a licensed attorney working on tribal issues.
- Strong personal commitment to advancement of tribal sovereignty and self-determination.
- Experience working with tribal taxation, tribal law generally, tribal land use and land acquisition issues, and intergovernmental agreements is desirable. Experience in tribal gaming is a plus.
- Experience working for: (1) a tribal government, (2) a law firm practice devoted to tribal issues, or (3) a state or federal agency with a focus on tribal issues, is preferred.
- Tribal preference applies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(This list is not all-inclusive and other tasks or duties may be assigned by the General Counsel at any time.)

- Represents or assists in the representation of the Tribe on wide range of matters, with focus on taxation, commercial contracts and real estate transactions, land use and acquisition, and related matters before federal, state, or local administrative agencies.
- Leads effort to strengthen Tribal tax code and advises Tax Department.
- Advises professional staff regarding implementation and enforcement of Tribal tax code.
- Must be able to independently conduct research, prepare legal memoranda, and present legal analysis.

- Provide contract review for various types of agreements, to ensure consistency of contract terms with Tribal law and to reduce contract risk and legal exposures.
- Must possess strong negotiation skills and ability to effectively communicate complex legal concepts.
- Must be able to contribute as part of a team of professionals dedicated to strengthening Tribal government and growing Tribal business.
- Must be organized and willing to contribute to the growth of the Legal Department and Tax Department.
- Occasional travel may be required.
- Devotes full time to the Tribe and does not engage in the representation of other clients as consultant or engage in other activities which would interfere with the legal representation of the Tribe.

SUPERVISORY RESPONSIBILITIES

- None

ACCESS TO SENSITIVE AREAS AND INFORMATION

- Sensitive Tribal information
- Requires ability to maintain strict confidentiality and exercise impeccable discretion, particularly regarding sensitive personnel or organizational matters, and respecting the Tribe's inherent right to control its information and data.

SIGNATORY ABILITY

- Legal Approval for contracts and agreements in accordance with Tribal Standard Operating Procedures

WORKING CONDITIONS/PHYSICAL DEMANDS

To perform this job successfully the individual must be able to sit, stand, walk, talk, hear, and use hands to type, reach, and lift a minimum of 25 pounds.

Typically, the individual will be housed in an office environment but may occasionally be exposed to outside weather conditions or smoke-filled environments. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.