



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Paralegal I or II

Office of the Reservation Attorney (ORA)

**OPEN:** December 27, 2018

**EXEMPT:** No

**SALARY:** 6 (\$16.50-\$18.48)

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** January 18, 2019

**JOB CODE:**

**DIVISION:** Legal

**DEPARTMENT:** ORA

**SUPERVISOR:** Legal Director

**VACANCIES:** 2

**JOB SUMMARY:** The Paralegal I or II works under the supervision of the Legal Director and Staff Attorneys, and is responsible for routine legal issues, performs paraprofessional tasks and carries out a variety of paralegal, clerical and administrative functions to facilitate effective operations of the ORA, as assigned.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Perform legal tasks, including, but not limited to, arrange service of process, schedule depositions, trial preparation, updating court calendar, reconcile office and court records, and other tasks as assigned.
2. Prepare and file legal documents.
3. Draft, format, proof, edit, and cite check legal documents in preparation for filing and/or recording of pleadings, formal complaints, discovery requests and responses, declarations, witness and exhibit disclosures, reports, requests for information, subpoenas and other official documents.
4. Perform legal research.
5. Review, analyze, and summarize sources, compile information, and recommend action.
6. Perform administrative tasks, including, but not limited to, timesheets, purchase orders and travel requests.
7. Establish and maintains databases while ensuring accuracy of data.
8. Draft, proof, and edit documents, including resolutions, legal reviews, correspondence, memos, and other documents.
9. Maintain office calendars, arrange and schedule meetings, and reserve conference rooms.
10. Manage and maintain office files according to established systems; create new files, close/archive files, and complete office filing.
11. Maintain office logs up-to-date and according to established standards.
12. Provide internal and external communications on behalf of the office; answer and screen telephone calls and walk-in inquiries; occasionally, attend meetings or hearings on behalf of ORA attorneys to take notes.
13. Provide Notary Public service for ORA Staff and others.
14. Independently perform complex and diverse clerical and general office support functions according to office policy and procedure.

15. General office responsibilities include printing, copying, faxing, scanning, office/printer supplies, receive/sort/ route mail, and other office needs.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- Associate's Degree, required;
- Bachelor's Degree, *preferred*.
- Experience with litigation matters required.
- Working knowledge of legal terminology, practices and procedures required.
- Legal Assistant, Legal Secretary or Paralegal Certification, *preferred*.
- 2 years experience as a Legal Secretary, Legal Assistant, or relevant employment in a legal office, *preferred*.
- Possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Working knowledge of legal terminology, practices and procedures.
- Ability to meet tight deadlines.
- Ability to remain calm in high pressure situations.
- Ability to use good judgment where evaluating situations and making decisions.
- Working knowledge of legal terminology, practices and procedures required
- Proficient in preparing correspondence, memorandums, minutes, transcriptions, and presentation materials.
- Strong working knowledge of advance functions of Microsoft Office (Word, Excel, PowerPoint, & Outlook) required, and proficient in establishing and maintaining data bases.
- Ability to draft basic legal documents, including, but not limited to, pleading, discovery and legal opinions.
- Excellent reading, writing, typing, proofreading, editing and analytical skills.
- Ability to understand and follow written and oral instructions.
- Ability to independently, organize and prioritize workloads and adapt to changing priorities.
- Ability to work collaboratively in a team environment and independently.
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.
- Ability to manage highly confidential information with professionalism and unquestionable integrity.
- Excellent interpersonal skills to maintain good relations with Tribal officials, supervisor, fellow employees, tribal members and the general public.
- Experience working with the Lummi community or other Native American communities is preferred.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol tests to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires an extensive Criminal Background Check.
- Must have or obtain a Washington Notary Public appointment.
- Ability to drive and travel locally as directed and in accordance with the Lummi Nation's policies and procedures to complete tasks.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) Application go to: [https://www.lummi-nsn.gov/userfiles/381\\_2014%20LIBC%20Application.pdf](https://www.lummi-nsn.gov/userfiles/381_2014%20LIBC%20Application.pdf) or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov). For more information contact the HR front desk at (360) 312-2023. Please submit an LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications please include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.