



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: Legal Assistant
Lummi Victims of Crime (LVOC)

OPEN: January 4, 2019

EXEMPT: No

SALARY GRADE: 5(\$14.35-\$16.07)

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: January 11, 2019

JOB CODE

DIVISION: Law & Order

DEPARTMENT: LVOC

SUPERVISOR: Legal Attorney

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Civil Legal Attorney and the LVOC Coordinator, performs a variety of legal and administrative duties and responsibilities requiring a thorough knowledge of organizational procedures. Assist the Civil Legal Attorney(s) in research, planning and coordinating, the affairs of the Civil Legal Attorney(s). This position requires the ability to work independently, exercise judgment and initiative.

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

1. Perform conflict checks of all legal aid referrals received from the LVOC Victim Advocates. Determine eligibility of a client prior to setting up initial appointments with the attorney(s). If a client is not eligible, provide Advocates with other available avenues for legal aid that can be presented to client.
2. Create and maintain legal client files comprised of intake paperwork, attorney client agreement, release of information and other applicable documents.
3. File court documents with Lummi Tribal Court and Whatcom County Courts on behalf of the client(s).
4. Research, as necessary, to improve legal services for clients.
5. Prepare documents necessary to provide the best services to legal clients.
6. Ensure that the Civil Legal Attorney's office files are maintained and updated as needed.
7. Word processing and composition, draft responses to letters, general correspondence, reports, brochures and requests for information of a routine nature.
8. Coordinate an on-going calendar, to ensure that clients know when the attorneys are available for office appointments; scheduled meetings, activities and events as well as travel to trainings.
9. Assist in preparation of meetings as needed; for the DV Task Force and the Adult Protection Team, assist with preparing meeting agendas, sign-in sheets, send out reminders and invites, as well as coordinate with the elder advocate prior to the meeting to ensure time for responding to reports of elder abuse.
10. Create and maintain a database for all victimization types; collecting data specific to grant reporting requirements, and all required LIBC department reporting needs. Data entry to the OVW InfoNet Server as needed to reflect all staff training hours, community education and outreach, as well as the monthly DV and SART meetings.
11. Greet visitors, screen telephone calls, arrange appointments, and receive mail directed to the LVOC Attorneys.

12. Communicate with general public in a courteous and respectful manner when answering questions in person or on the phone.

MINIMUM QUALIFICATIONS:

- 2 years of college
- **OR** an AA Degree in business or related area
- **OR** a Paralegal certificate from an accredited paralegal program.
- Must 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:

- Knowledge of litigation proceedings.
- Knowledge of Federal, State and Tribal laws pertaining to Indians.
- Possess excellent legal research, writing, and oral communication skills.
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.
- Knowledge of basic legal terms.
- Ability to interact with staff within the department, other departments and other agencies.
- Ability to use utmost integrity in regards to confidential information and go through the proper chain of command.
- Ability to work well with and extend courtesy to other staff and clients.
- Knowledge of maintenance and care of office equipment.
- Possess basic filing skills
- Possess good organizational skills and be able to prioritize.
- Knowledge of MS Office applications: Word, Excel, Publisher.
- Possess excellent phone etiquette and sensitivity to the feelings of clients.
- Possess good written communication skills; including: grammar, spelling, punctuation, proofreading.
- Ability to operate office equipment: fax, telephone, Xerox, postage machine.
- Ability to type 70 wpm

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and FAMLINK Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://Innr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov
For more information contact the HR front desk (360) 312-2023. Submit 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 include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.