



# 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 I (Prosecutors)  
Office of the Reservation Attorney (ORA)

**OPEN:** April 16, 2024

**EXEMPT:** No

**SALARY:** (7) \$20.07-\$22.60/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Legal

**DEPARTMENT:** ORA

**SUPERVISOR:** Lead Prosecutor

**VACANCIES:** 1

**JOB SUMMARY:** The Legal Assistant I works with the Tribal Prosecutor and the Deputy Tribal Prosecutor and is responsible for performing a variety of law related clerical and administrative functions to facilitate effective operations in support of the prosecutors.

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

1. Perform legal tasks and support functions with minimal supervision.
2. Monitor and prioritize workflow, including but not limited to keeping accurate records, tracking case activity and word processing.
3. Prepare correspondence for mailing.
4. File and record court documents or other official documents.
5. Monitor court calendars and pull the case files in advance of the court dates.
6. Organize and maintain files according to the established office systems, policies, and procedures.
7. Answer the telephone, transfer calls to the appropriate staff and take messages.
8. Reception duties, including walk-in inquiries, appointments, visitors, and others.
9. Schedule meetings, depositions, and interviews.
10. Attend meetings and take notes on behalf of attorneys as requested.
11. Receive, log, read, sort and route correspondence to appropriate attorney.
12. Drive and travel locally as directed and in accordance with the Lummi Nation policies and procedures to complete tasks.
13. Other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED *required*.
- Bachelor of Arts or associate degree *preferred*.
- Experience as a Legal Assistant, Legal Secretary, Paralegal or similar law-related position *preferred*.

- 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:**

- Ability to learn legal terminology, practices, and procedures.
- Ability to organize and prioritize workloads and adapt to changing priorities.
- Excellent reading, writing, editing and analytical skills.
- Ability to understand and follow written and verbal instructions.
- Ability to use good judgment in evaluating situations and making sound decisions.
- Ability to work collaboratively in a team environment, as well as independently.
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.
- Ability to perform under tight deadlines.
- Ability to be professional and have unquestionable integrity.
- Ability to keep matters strictly confidential.
- Ability to multi-task.
- Excellent interpersonal skills to maintain good relations with tribal officials, supervisor, fellow employees, tribal members, the general public and others.
- Proficient in preparing correspondence, memorandums, minutes, transcriptions, presentation materials, and legal documents.
- Proficient typing and computer skills, including Microsoft Office: Word, Excel, PowerPoint, Access, and Outlook.

#### **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.
- Position requires Criminal Background Check.
- Must have or be able to obtain a 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/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto: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.