



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 III

Office of the Reservation Attorney (ORA)

OPEN: May 22, 2019

EXEMPT: No

SALARY: (7) \$18.97 - \$21.25 per hour DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSE: June 5, 2019

JOB CODE:

DIVISION: Legal

DEPARTMENT: ORA

SUPERVISOR: Legal Director

VACANCIES: 1

JOB SUMMARY: Legal Assistant III will work under the supervision of the Legal Director and is responsible for performing a variety of law related clerical and administrative functions to facilitate effective operations of the ORA.

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

1. Independently perform complex legal tasks and support functions.
2. Monitor and prioritize workflow, including but not limited to, keeping accurate records, tracking case activity, and word processing.
3. Assist attorneys with the preparation for court appearances.
4. Update and monitor court and appointment calendars, and deadlines.
5. Prepare timesheets and timecards
6. Prepare supply requests, track orders, and retrieve supplies.
7. Process purchase orders, travel and training requests, mailing correspondence for ORA Staff.
8. Assist with the preparation of legal documents, including, but not limited to, proofreading, editing, drafting, and formatting.
9. Process discovery documents and items, including without limitation reproducing the discovery, delivering discovery to defense attorneys and others, retrieving discovery and including in case files.
10. File and record court documents or other official documents.
11. Monitor court calendars and pull the court files in advance of the court date.
12. Organize and maintain files according to the established office systems, policies and procedures.
13. Prepare new files and close completed files.
14. File documents in folders to keep case information current.
15. Organize files in appropriate cabinets, track file location and locate as needed.
16. Close and archive files.
17. Establish and maintain databases up to date, including ensuring the accuracy of data, updating court calendar dates, opening and closing cases, maintaining office calendars, and reconciling of office and court records.
18. Answer the telephone, transfer calls to the appropriate staff, and take messages.
19. Reception duties, including walk-in inquiries, appointments, visitors, and others.
20. Review, summarize and analyze records, compile information and recommend action.
21. Schedule meetings and interviews.
22. Attend meetings and take notes on behalf of attorneys.

23. Receive, log, read, sort, and route correspondence to appropriate attorney.
24. Drive and travel locally as directed and in accordance with the Lummi Nation's policies and procedures to complete tasks.
25. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma required.
- Bachelor of Arts or Associates degree required.
- Paralegal certification preferred.
- Two years experience as a Legal Assistant, Legal Secretary, Paralegal or similar law-related position required.
- Ability to prioritize work.
- Ability to multi-task.
- Ability to work independently and as part of a team.
- Ability to keep work related information confidential.
- Ability to keep deadlines.
- 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 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 with unquestionable integrity.
- Ability to keep matters strictly confidential.
- 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 computers skills, such as Microsoft Office: Word, Excel, PowerPoint, and Outlook.
- Proficient in establishing and maintaining databases.
- Ability to volunteer and participate in the Lummi community, including after work hours.

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 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: <http://lnnr.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.