



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	MAY 7, 2018	CLOSES:	JUNE 19, 2018
JOB TITLE:	PARALEGAL	DEPARTMENT:	PROSECUTOR'S OFFICE
REPORTS TO:	SENIOR PROSECUTOR	HOURS:	FULL TIME – 40 HRS/WK
SALARY:	BASED ON SALARY MATRIX + BENEFITS		

POSITION SUMMARY:

Responsible for preparing case files and reports; preparing legal documents for court hearings; maintaining case files and works with attorneys and other Tribal agencies. This work is performed with use of independent judgment with close adherence to established criteria and legal policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct legal and factual research for attorneys utilizing WESTLAW or other computerized legal research systems, and other legal reference materials.
2. Conduct interviews, prepare reports and collect evidence as assigned.
3. Collect, prepare and organize documents, information and exhibits, respond to discovery requests, and assume calendaring and docketing responsibilities for all litigation purposes.
4. Assist in the preparation of trial and other adjudicatory proceedings including preparation of trial notebooks and demonstrative exhibits, witness scheduling and preparation, ensuring compliance with court procedures and service of process.
5. Attend trial and other adjudicatory proceedings; review transcripts of proceedings and provide summaries as requested.
6. Draft pleadings, motions, judgments and other documents.
7. Create and maintain various records and files.
8. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Successful completion of a 4 year bachelor's degree; or successful graduation from an accredited two-year paralegal program with a certification as a Paralegal, and one year of work experience as a paralegal is required; or satisfactory equivalent combination of additional education and experience provided the minimum requirements of a paralegal certification and paralegal experience are met. Must have intermediate experience and knowledge using word processing and spreadsheets (i.e. Word for Windows, Excel, Access, etc.) required. Must demonstrate rapid and effective research and fact-gathering skills including ability to analyze and summarize findings using automated systems and tools.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, financial reports, and legal documents. Ability to respond, both orally and in writing, to common inquiries or complaints from staff and regulatory agencies. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees and groups of people. Ability to file documents alphabetically and chronologically.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Considerable use of independent judgment and ability to apply knowledge of Tribal Court procedures. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Accurately analyze situations and adopt an effective course of action.

Other Skills and Abilities

Able to acceptably pass a background check prior to and periodically throughout employment.

Ability to be culturally sensitive in a diverse community.

Must not have any outstanding arrest warrants and no criminal convictions during the last five years.

Must have and maintain a valid and unrestricted driver's license and proof of automobile insurance.

Must demonstrate strong interpersonal skills using tact, patience and courtesy.

Must demonstrate ability to effectively organize and plan work cases, materials and priorities, and meet schedules and timelines.

Must establish and maintain cooperative and effective working relationships with others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee and client contacts and interruptions during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863
Fax#: (253)573-7963
Job Line#: (253)573-7943

Note: Applications & copies of job announcements available at Rm. # 157

jobs@puyalluptribe.com

or online at www.puyallup-tribe.com

Email: