



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Legal Assistant

Position: **LEGAL ASSISTANT**
Supervisor: Quileute Tribal Prosecutor / ICW Attorney
Location: Tribal Court
Work Info: **Part -Time** 15-20Hrs/Wk;
Salary: DOQ/E
Opens: August 24, 2021
Closes: **Open Until Filled**

POSITION SUMMARY:

The Legal Assistant provides support to the attorney in the Prosecutor's Office and ICW Office by performing legal assistant duties and clerical assistance as requested and under supervision of the Tribal Prosecutor and ICW Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Organize and maintain file management system, hard copies and paperless.
- Maintain calendars, scheduling, and recordkeeping for the Tribal Prosecutor/ICW Attorney.
- Prepare, review, and proofread legal documents and correspondence with attorney supervision.
- Conduct legal research.
- Scan, file, and route incoming and outgoing work product and mail.
- Attend, facilitate, and document meetings as necessary and appropriate.
- Make copies, order supplies, and perform other administrative tasks as directed by the Tribal Prosecutor / ICW Attorney.
- Prepare Victim letters and assist in preparing victims for Court under the direction of the Prosecutor / ICW Attorney.
- Positively represent the Tribe. Act ethically and in the best interest of the Tribe at all times.
- Communicate with tact and discretion while maintaining a high level of confidentiality.
- Demonstrate cultural sensitivity.
- Perform other duties as assigned

QUALIFICATIONS:

Required Qualifications

- Legal Assistant certificate from an accredited program required, you may obtain the Level 1 and Level 2 Certificates from Peninsula College in Forks if you do not already have Legal Assistant Certificates.
- Current WA Notary Public appointment or the ability to obtain appointment within 60 days after hire.
- Be familiar with and adhere to the Rules of Professional Conduct for the State of Washington and the Quileute Tribe.

- Must have a basic understanding of the unique legal status of Indian tribes and their relationship to federal and state governments and laws.
- Excellent research and writing skills, including the ability to write clearly and concisely.
- Common sense, creativity, attention to detail, and logical thinking.
- Ability to work in a fast-paced environment, independently monitor and prioritize workload and meet work objectives.
- Excellent customer service and communication skills. Demonstrated ability to communicate with diverse populations in a courteous, helpful, and clearly understood manner.
- Ability to work in a team environment and provide collaborative assistance. Effective problem solving and conflict resolution skills.
- Demonstrated ability to maintain the highest of ethical standards. Ability to maintain confidentiality and use tact and discretion.
- Proficiency in typing speed, Microsoft Office programs, and Adobe Acrobat. Westlaw/Lexis Nexis familiarity preferred.
- Ability to travel as required for job related functions and trainings specific to position and program development.

Preferred Qualifications

- Bachelor's degree from an accredited college or university.
- At least two years of experience as a legal assistant preferred, with experience working as a legal assistant for a Tribal government or Tribal business entity.
- Experience in Victim Advocacy.

Additional Information

- Must pass pre-employment and random drug and alcohol screening, including for marijuana.
- Must pass a criminal background check. This includes; State, Federal, Local and Tribal criminal background check. (A conviction will not automatically disqualify you from employment. The crime, length of time since crime was committed and any rehabilitative efforts will be considered. However, failure to disclose will automatically disqualify you. If you have already started the position you will be subject to immediate termination.)
- References will be checked.
- Salary is DOE.
- This is a part time position
- Employment is at-will.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**If applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if applicable)

NOTE: Incomplete applications will not be considered.