



Picayune Rancheria  
of the  
**CHUKCHANSI INDIANS**  
49260 Chapel Hill Drive, Oakhurst, CA 93644 - (559) 412-5590

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**POSITION DESCRIPTION – PARALEGAL**

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**Reports To:** Attorney General

**Department:** C E D A

**Status:** Non-Exempt

**Salary Range:** D O E

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**SCOPE OF POSITION:**

Under the direction of the Attorney General, the Paralegal will be responsible for gathering, preparing and summarizing relevant materials for use by Attorney General and other legal counsel. The Paralegal will support strategic legal initiatives and maintain case files of new and existing complaints; perform legal research; index and track documents. In addition, the Paralegal will be responsible for reviewing and drafting agreements, will assist with managing legal department work flow and other duties as assigned.

**PRIMARY RESPONSIBILITIES:**

1. Prepare and review commercial agreements with attorney supervision.
2. Assist attorney(s) in preparation for hearings and trials.
3. Complete investigations and fact-finding for cases.
4. Identify relevant legal articles, laws and judicial decisions for cases.
5. Assist in preparing documents such as ordinances, policies, and resolutions.
6. Review and maintain subject matter files.
7. Provide administrative support for attorney(s).
8. Participate in the definition and development of judicial policies, procedures and programs.
9. Conduct legal research and drafting as requested.
10. Successfully complete special projects and other assignments as requested.

**REQUIREMENTS AND QUALIFICATIONS:**

1. Bachelor degree is preferred but an Associate degree in paralegal studies or equivalent experience may be substituted.
2. Ability to perform the full range of office support work involving use of independent judgment requiring tact, discretion, and diplomacy. Ability to work with groups and/or independently.

3. Ability to maintain confidentiality at all times.
4. Knowledge of the use and operation of general office machines and equipment. Possess strong organizational skills, attention to detail and accuracy.
5. Knowledgeable in the use of the internet, word processing, desktop publishing, software and communication programs such as PowerPoint, Word, Excel, Outlook, and Zoom.
6. Possess excellent writing, grammar, proof reading, speaking, and listening skills. Ability to effectively type at least 50 words per minute.
7. Time management, strong ability to prioritize and multi-task.
8. Must be able to pass a pre-employment drug test and background check.

### **SKILLS OR EXPERIENCE:**

1. Ability to interact with people at all levels of the organization, prioritize and handle numerous competing demands in a high-volume, fast-paced working environment.
2. Proven ability to work effectively in independent settings.
3. Ability to communicate effectively with a variety of contacts including outside attorneys, senior management, and business associates.
4. Excellent at Multi-tasking.
5. Available to work in-person as well as overtime, and be on call as required.
6. Anticipate support needs of attorneys across a variety of legal matters.
7. Manage various legal department projects and initiatives.
8. Identify and resolve or escalate issues in a timely manner
9. Excellent verbal and written communication skills
10. Strong computer skills, including proficiency with Word, Excel and Power Point

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Must be able to multitask and complete tasks as given.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the

employee is required to frequently stand, walk, sit, bend, twist, talk, and hear. There are prolonged periods of sitting, keyboarding, reading from a computer screen. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with vendors and staff.

**MENTAL DEMANDS:**

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated and confidential issues.

**PRCI TRIBAL PREFERENCE:**

For purposes of hiring, promotions, transfers, and training all candidates must possess the "minimum qualifications" as stated in the job description or job announcement. Minimum qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record, and physical skills, where applicable. Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training, and hiring. First, enrolled Tribal Members who meet the minimum qualifications shall not be denied an interview if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled tribal members, Native Americans who are enrolled members of any federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however, if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate. If more than one person at the same preference level meets the minimum qualifications, the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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Employee Signature

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Date

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Approval Signature

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Date