



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

POSITION DESCRIPTION – PARALEGAL

Reports To: Attorney General

Department: C E D A

Status: Non-Exempt

Salary Range: D O E

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:

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

SKILLS OR EXPERIENCE:

- 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.
- Proven ability to work effectively in independent settings.
- Ability to communicate effectively with a variety of contacts including outside attorneys, senior management, and business associates.
- Excellent at multi-tasking.
- Available to work in-person as well as overtime and be on call as required.
- Anticipate support needs of attorneys across a variety of legal matters.
- Manage various legal department projects and initiatives.

- Identify and resolve or escalate issues in a timely manner.
- Excellent verbal and written communication skills
- Strong computer skills, including proficiency with Word, Excel, and Power Point

REQUIREMENTS AND QUALIFICATIONS:

- Associate degree in paralegal studies or equivalent experience may be substituted. Bachelor's degree is preferred.
- 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.
- Ability to always maintain confidentiality.
- Knowledge of the use and operation of general office machines and equipment. Possess strong organizational skills, attention to detail and accuracy.
- Knowledgeable in the use of the internet, word processing, desktop publishing, software and communication programs such as PowerPoint, Word, Excel, Outlook, and Zoom.
- Possess excellent writing, grammar, proof reading, speaking, and listening skills. Ability to effectively type at least 50 words per minute.
- Time management, strong ability to prioritize and multi-task.
- Must have a valid Driver's License.
- Must be able to pass a pre-employment drug test and background check.

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter and Resume
- Documentation of completion of Education
- If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

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.

(Employee Signature)

(Date)

(HR Representative Signature)

(Date)