



PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS

JOB POSTING CLOSING DATE: September 20, 2024

Job Title:	Legal Administrative Assistant
Reports to:	Tribal Administrator
Salary Range:	\$45,000 – \$50,00 Annual
Benefits:	Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays
Classification:	Salary, Exempt
Status:	Full-Time, Regular w/ Benefits
Location:	Oakhurst, CA

JOB SUMMARY

We are looking for a skilled Legal Administrative Assistant who performs confidential and complex administrative work, assists in the preparation of legal documentation, prepares correspondence, and aids the Attorney General and the legal department. The Legal Administrative Assistant should have superb organizational skills, a high level of attention to details, and an understanding of legal terminology and procedures.

Essential Duties

- Perform support to the Attorney General and the legal department in a legal setting.
- Prepare and format correspondence, legal documentation, and legal papers.
- Manage legal documentation and correspondence in strict confidence.
- Ensure compliance with legal regulations.
- Respond to inquiries and redirect when necessary.
- Conduct legal research and/or analysis when needed.
- Schedule meetings and arrange conference or meeting rooms.
- Prioritize and determine matters of top priority and handle accordingly.
- Exercise discretion and professionalism when relating sensitive internal and external matters and willing to sign a confidentiality agreement.
- Must have knowledge of legal documents including pleadings, contracts, and associated ancillary documents.
- Assist in communication directives, instructions, and assignments to attorneys and department staff.
- Maintain and update electronic and hard copy databases and tracking systems.
- Perform other related duties as required.

Qualifications

Education

Minimum education required:

- Associate's degree in legal studies or related field OR equivalent work experience.

Experience

Minimum experience required:

- Candidate must have a minimum of two (2) years of experience as a legal administrative assistant.
- Knowledge of constitution, legal terminology, regulations and court system.
- Knowledge of MS Office and ability to work with legal technology (court-filing computer systems, transcription software, etc.).
- Requires excellent organizational, problem solving and critical thinking skills.
- Must have valid driver's license with no restrictions.
- Must be able to pass a pre-employment drug test and extensive background check.

Preferred Experience:

- Candidate **must** have completed or currently be enrolled in an ABA approved Paralegal Certificate Program.
- Experience in Cultural matters, ICWA matters, Guardianships, Garnishments, Torts, and knowledge of all aspects of Indian law preferred.
- Legal files and software suites preferred.

Required Knowledge, Skills, and Abilities

- Familiarity with the Tribe’s Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate and maintain confidentiality

Application Process:

Submit the following:

- Completed Application
- Resume
- If claiming Tribal or Native Preference, documentation is required
- All requested information must be submitted to the Human Resources office by **4:00PM 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 meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

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