

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Legal Secretary

SALARY: Pay Range: \$23,580.72 to \$26,407.08 annually
DOE/DOQ
Range: 4-5

DEPARTMENT: Administration, Office of Legal Counsel (OLC)

LOCATION: Position located at Nixyaawii Governance Center, Mission, Oregon, Umatilla Indian Reservation.

EMPLOYMENT STATUS: Full Time with Benefits
Non-Exempt

SUPERVISED BY: Legal Support Manager

OPENING DATE: November 3, 2015

CLOSING DATE: November 17, 2015

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Legal Secretary serves the dual role of back up duties to the Legal Support Manager and assistant to attorneys of the OLC. Legal Secretary would preferably have an strong skillset in customer service with college level coursework that accompanies those skills and work experience with a Federally Recognized Tribe. The Legal Secretary must demonstrate the ability to take assignments and carry them out as directed. Through representation of the Board of Trustees, the OLC provides attorney services and representation to all tribal departments, managers,

and staff. This position is bound to comply with the confidential and ethical attorney/client relationship of the attorneys in OLC.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

This position will work regular working hours, Monday – Friday, with a primary purpose of covering the office reception desk. Punctuality is crucial. The OLC staff is incredibly team oriented and motivated, this position will have to possess the same qualities. The Legal Secretary must have the ability to communicate effectively with the all OLC staff, and have the attitude and desire to be responsible and accountable for work products on a daily basis.

This position is responsible for alleviating the Legal Support Manager of functions that include general office management, daily clerical tasks, and physical/electronic file maintenance.

Performance standards are measured against: (1) punctuality and attendance; (2) accurate processing and documentation of legal reviews, contracts and procurement/finance data; (3) identifying and managing challenges; (4) accurate and timely submission of reports, time sheets and other tasks as assigned.

1. Office Management back up and support to generally relieve attorneys of clerical and administrative burdens including duties related to:
 - A. Clerical duties:
 - i. Maintenance of the OLC file system; Assist in re-organization of records management system;
 - ii. Digital management OLC records (scanning, saving, organizing, collecting records);
 - a. Work projects database – collecting attorney reports, linking to final products
 - b. Linking electronic files to existing databases and software;
 - c. Creating and maintaining shared work and informational files for OLC and client needs;
 - d. Maintenance of digital CTUIR statutes, digitizing/scanning with OLC records;
 - iii. Reviewing and editing reports;
 - iv. Coordinate meetings, agendas, calendars (internal and external); agendas and notes
 - v. File System Management and maintenance
 - vi. Travel arrangements for attorney flight, hotel, travel requests etc.
 - vii. Process purchase orders and travel arrangements;
 - viii. Updating of OLC library of materials, consolidating and disposing of outdated materials
 - ix. Screening inquiries and drop-ins for services;
 - B. File Management
 - i. Digital workflow:
 - a. Coordinating with departments to identify shared file opportunities and needs (contract reviews, agreements); maintain OLC project database; Collaboration & Participation regarding Tribal data systems as required
 - b. Coordinating with departments to identify digital work folder reviews for contracts, intergovernmental agreements, grants agreements, draft BOT correspondence, BOT work session and meeting materials;
 - ii. Budget tracking
 - iii. Research projects related to office management and compliance;
 - iv. Contract Management
2. Legal Secretary will work for Attorneys: Research as assigned; Workflow assistance; Drafting of documents and correspondence for attorney review, Admin reporting; Tracking cases, legislation developments, funding opportunities, agency activities, agency rulemaking, initiatives; Identify collaborative opportunities for OLC to accomplish CTUIR comprehensive goals.
3. Must work in accordance to assigned deadlines and task parameters.

4. Must work with an attention to detailed, editing, consistency, grammar, software automated formatting and document management;
5. Assists in preparing briefing materials and files for attorneys and related advising duties.
6. Responsible for monitoring legal, regulatory and legislative developments.
7. Responsible for assisting in coordination of attorney advising and follow up tasks as assigned by the Lead Attorney.
8. Responsible for developing preparing briefing materials based on supervisor direction.
9. Must work well with all staff within the organization.
10. Required to protect client communications and client confidences in compliance with the Oregon Rules of Professional Conduct and ABA Model Rules.
11. Related duties as assigned by the Legal Support Manager or Lead Attorney.

C. ATTORNEY CLIENT CONFIDENTIALITY

The Legal Secretary will be required to adhere to an attorney-client confidentiality standards agreement that includes the following:

- i. The Employee acknowledges that, in the course of employment by the Employer, the Employer has, and may in the future, come into possession of confidential client information including, but not limited to names, addresses, social security numbers, financial information, employee records, attorney privileged information, and Tribal contracts.
- ii. Employee will adhere to ABA Model Rule 1.6. This Rule governs the disclosure by a lawyer of information relating to the representation of a client during the lawyer's representation of the client. The Rule will apply to a non-lawyer assistant.
- iii. The Employee will also adhere to ABA Model 5.3. This Rule requires that an attorney be responsible for all the professional actions of a non-lawyer assistant performing services at the attorney's direction and should take reasonable measures to ensure that the non-lawyer assistant conduct is consistent with the lawyer's obligations under the rules of professional conduct of the jurisdiction in which the lawyer practice.

To be considered for this position the candidate must not have any conflicts of interest with the OLC client, the CTUIR. This includes having recent or pending litigation, appeals, complaints or court proceedings against the CTUIR or its entities reflecting a conflict of interests with the client.

SUPERVISORY AUTHORITY: Special Projects and as delegated by Legal Support Manager

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: To the Office of Legal Counsel offices, files and records - both physical and electronic. View files containing sensitive and attorney client protected work products and communications. This extends to sensitive meetings and briefings.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Associates degree or college course work and/or experience in the areas of: communications, computer technology, office management, accounting with one (1) year general/secretarial experience **OR**
2. One year college with secretarial/office courses with two (2) years general/secretarial experience, **OR**
3. High school diploma or equivalent with three (3) years general/secretarial office experience.
4. Preferred experience in working for one of the following: a government, federally recognized tribe, related tribal entity, law office or attorney.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.

5. Must have the ability and demonstrated interest to work with other tribal staff in a professional and courteous manner.
6. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
7. Must be able to secure sources of information relating to Tribal problems/concerns. Must be knowledgeable of the types of services provided by the Tribal Governmental programs.
8. Must be willing to obtain extensive knowledge with computer processing equipment and software, including: Access, Word, Excel, Power Point, Outlook, SharePoint, InfoPath, Adobe Professional, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor. Be willing to learn legal research software such as Westlaw or Lexus, as well as available free internet resources.
9. Knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
10. Must be able to operate and maintain office machines (copiers, fax machines, printers, scanners, etc.).
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
12. A skills test may be given as part of the interview process.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.05.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Brief, one page or less, cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Completed CTUIR's Supplemental Application Form if applicable.
4. Personal resume identifying your qualifications and experiences relevant to the functions of this position. Please limit to two pages or under.
5. If claiming Tribal and Indian preference: Must provide proof of enrollment with a Federally Recognized Tribe Tribal Enrollment Card or Certificate of Indian Blood.
6. If claiming Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

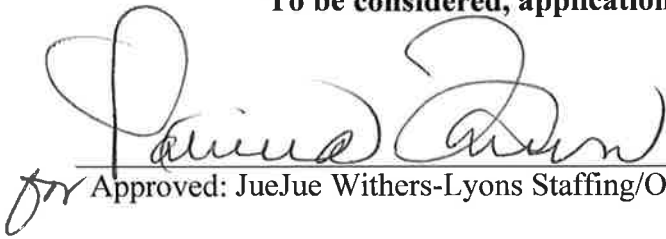
It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding

46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


for Approved: JueJue Withers-Lyons Staffing/On-Boarding Manager

11 / 03 / 2015
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date