

**SITKA TRIBE OF ALASKA  
JOB DESCRIPTION  
JOB TITLE: PARALEGAL AND TERO OFFICER**

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Exempt:	No	Salary Range:	\$23.07 - \$28.20 hourly
Department:	Legal	Hours:	8:00 to 4:30 F/T, Benefitted
Reports To:	Tribal Attorney	Effective Date:	February 2018
Prepared By:	Tribal Attorney	Approved By:	General Manager

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**I. SUMMARY:**

This position serves two functions: paralegal and TERO officer. The paralegal function provides full support to the Legal Department and the TERO officer function monitors compliance with STA's Tribal Employment Rights Ordinance and investigates complaints of noncompliance or discrimination.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Paralegal:**

- Maintain list of ongoing matters within the Legal Department and manage Legal Department calendar and deadlines.
- Maintain the Legal Department electronic and hard copy filing system to ensure that all documents are filed appropriately and in an organized and timely manner.
- Conduct legal research, documentary research, investigations, and interviews as directed by the Tribal Attorney.
- Prepare legal documents, filings, summaries and transcriptions.
- Attend, transcribe, and summarize interviews and meetings.
- Draft contracts and agreements for Department Directors or Tribal Attorney, maintain contract template, maintain list of active and previous contracts, and monitor contracts for compliance with STA's procurement policies.
- Draft letters, meeting minutes, agendas, policy documents, and comments or responses to consultation requests.
- Provide full clerical support to the Tribal Attorney.
- Assist Realty Officer and Tribal Court Clerk to submit requests for documents, court filings, and deed filings.
- Answer calls from tribal citizens and provide information about legal resources and services.
- Maintain a high level of customer service and absolute confidentiality.

**TERO Officer:**

- Monitor employer compliance with STA's Tribal Employment Rights Ordinance.
- Investigate individual complaints of discrimination and prepare investigative reports.
- Under the direction of the Tribal Attorney, attempt to achieve informal settlements of TERO complaints.
- Provide information to employers, STA staff or tribal citizens about TERO.

### **Meetings, STA Reporting, Professional Conduct**

- Maintain absolute confidentiality of organizational and client information.
- Keep Tribal Attorney informed concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems.
- Maintain close communication with Tribal Attorney and participate in regular staff meetings of the Legal Department.
- Prepare monthly reports of activities and any other reports assigned by the Tribal Attorney.
- Assist legal department staff with administrative tasks.
- Attend STA all-staff meetings.
- Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
- Other duties as assigned by the Tribal Attorney.

### **III. MINIMUM QUALIFICATIONS:**

#### **Education and work experience**

Bachelor's degree in business, law, liberal arts, or related field, or Associate's degree with related experience.

**PREFERRED:** Paralegal certification or experience.

#### **Knowledge, Skills and Abilities**

- Strong research and writing skills.
- Ability to handle confidential information with tact and discretion.
- Ability to conduct investigations and to compile research and investigation into detailed reports.
- Experience using Microsoft Word, Excel, and Power Point.
- Ability to communicate effectively with people from many different backgrounds.
- Ability to work independently, take initiative, work as a team player, and manage multiple tasks.
- Ability to balance competing priorities to achieve goals and work under pressure.
- In previous experience, demonstrated ability to be a reliable worker (i.e. show up on time and maintain the required work schedule).
- Knowledge of the history of Sitka and a solid understanding of the native community in Sitka, including clan structure, or willingness to learn.
- Knowledge of the legal system or willingness to learn by completing continuing education courses.
- Excellent organizational skills to manage voluminous files.
- Ability to use good judgment and meet high ethical standards.

#### **Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;

- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

**Drug and Alcohol Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug/alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

**IV. PREFERENCE**

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

**APPROVED:**

 12/20/18  
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Lisa Gassman, General Manager      Date

**RECEIVED:**

 12/20/18  
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Anne Davis, Deputy General Manager      Date