

Paralegal/Court Facilitator

Full-Time

Redding Rancheria is seeking a Paralegal/Court Facilitator. The Paralegal will provide legal advice on court process to litigants in tribal court. Consults directly with the Tribal Attorney and Judge and as directed with the Chief Executive Officer and the Executive Team. Processes home loan program files for Tribal Members as directed.

REQUIREMENTS/MINIMUM QUALIFICATIONS:

- Paralegal candidate must have a B.A. Degree in legal studies or A.A. Degree in legal studies/Paralegal Certificate and ten (10) years work experience as a paralegal.
- Must have Notary Public or be eligible to become Notary Public.
- Must pass pre-employment drug screening.
- Indian preference

*** **This position is open through Friday, March 8, 2019 at 3:00pm.** ***

A completed Redding Rancheria job application must be submitted in order to be considered for employment. You can fill out an application online at www.redding-rancheria.com, please fax (530-242-4563), email (employment@redding-rancheria.com) or bring in to Redding Rancheria at 2000 Redding Rancheria Road, Redding Ca 96001.

All certifications, credentials/ licenses, education verification /degrees and/or transcripts, and Indian verification are required to process your application.

Indian preference applies, but we welcome all applicants who wish to apply for this position. To receive Indian preference, certification of Native American heritage needs to be attached to the job application.

Any offer of employment is conditioned upon the successful completion of a pre-employment drug screen. All employees are required to submit to a Tuberculosis test (TB) test after they are hired in addition to being tested annually.

Additional Information:

We offer a competitive salary as well as having a work schedule running Monday through Friday. In addition, Redding Rancheria offers an excellent benefit package containing Medical, Dental, Vision, Life Insurance and Short/Long Term disability, paid holidays, vacation and sick leave as well as a generous 401(k) retirement plan.

Redding Rancheria is a federally recognized Tribe with Pit River, Wintu and Yana people where pride in Tribal culture, history and identity is evident internally and in the larger community. Redding Rancheria is a leader in the constructive development of its people, the larger Indian community and the Redding region.

E-Verify Statement

Redding Rancheria participates in the Electronic Employment Verification Program. Visit the E-Verify URL below for more information.

<https://www.e-verify.gov/employees>

For further information, please contact Human Resources Dept. at (530) 225-8979.

