

Kickapoo Traditional Tribe of Texas

Paralegal

Temporary Position

Employment Applications may be submitted in person at the Human Resource Department

Monday –Friday 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 5:00 p.m.

Or you may fill out an application at: kickapootexas.org

If you have any questions please call 830-773-2105

Duties and Responsibilities

Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Minimum Qualifications

- High school diploma or graduation equivalent diploma (GED)
- Must possess access to reliable transportation to commute to and from work.
- At least 5 years of experience that is directly related to the duties and responsibilities specified; or a degree from an accredited institution may be substituted for experience on a year-for-years basis.

Preferred Qualifications

Native American preference is observed.