

## **PARALEGAL**

The Prairie Island Indian Community seeks a paralegal to join its Legal Department. The qualified applicant will join four attorneys and a legal assistant to serve the legal needs of the Community and its business ventures. A primary objective for the role is to improve, update and maintain a data and records management system. Responsibilities include; create and maintain a user-friendly physical and digital archive/database and index of Tribal documents, legal records, or other appropriate historical documents, update and maintain case and matter files; administer and coordinate storage of documents and records; assist Attorneys and Legal Assistant in various case/matter duties, including but not limited to researching and analyzing factual and legal issues, litigation assistance, property records research, etc. and may be responsible for supervising third party vendors or interns. Qualified candidates must have a bachelor's degree or paralegal certificate; minimum three years of experience working as a paralegal or equivalent role that includes document and database management; possess training and knowledge in legal processes and records management, including electronic data management systems. In addition, candidate must have demonstrated prior success in archiving/managing records; be detail-oriented, highly organized, ability to work independently, meet strict deadlines, possess excellent written and oral communication skills, ability to do factual and legal research and writing; willing to perform data-entry tasks and conform to office data-entry standards and capable of multi-tasking in a fast-paced environment with capacity to change priorities quickly. Must be sensitive to Native American Culture. Qualified applicants must be able to pass a background check and drug screen. Indian preference applies in accordance with Sec. 7(b) P.L. 93-638. Please send resume to HR Manager, Prairie Island Indian Community, 5636 Sturgeon Lake Road, Welch, MN 55089 or email: [Rachael.zebro@piic.org](mailto:Rachael.zebro@piic.org). Closing date for this position is January 3, 2020.