



# NOTTAWASEPPI HURON BAND OF THE POTAWATOMI

A FEDERALLY RECOGNIZED TRIBAL GOVERNMENT

<b>JOB NUMBER:</b>	<b>LGL – 19-002</b>
<b>JOB TITLE:</b>	<b>Paralegal</b>
<b>Supervisor:</b>	<b>Chief Legal Officer</b>
<b>Status:</b>	<b>Non - Exempt Fulltime</b>
<b>Salary:</b>	<b>Grade 6</b>

## POSITION SUMMARY

Under the direction of the Chief Legal Officer, the incumbent provides professional and administrative support to the Chief Legal Officer. This position is expected to assist in the maintenance and management of files for all ongoing legal work within the Tribal government, including contract files, legislative drafting, correspondence and litigation files.

## ESSENTIAL FUNCTIONS

The Nottawaseppi Huron Band of the Potawatomi reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the government.

1. Develops and maintains archive files for all legal projects and tasks undertaken by the Legal Department.
2. Develops procedures for file management and tracking of open project files for work assigned to the Legal Department.
3. Composes memoranda, correspondence, and draft pleadings/documents pertaining to legal subject matters which may require considerable discretion and judgment.
4. Draft legislation and policies for Tribal departments as directed.
5. Conducts and analyzes results of legal research and applies to current issues/cases using traditional and computerized research techniques.
6. Reviews and analyzes records and information from multiple sources and determines relevancy to specific issues under review by the Legal Department.
7. Prepares synopses, abstracts or summaries of complex documents for use by the Tribal Government Attorney.
8. Proofreads correspondence, memoranda and other legal documents as required.
9. Develops standardized formatting system for various legal documents, including Tribal laws.
10. Ensures the effective delivery and/or routing of outgoing mail, internal memoranda, contract documents and other correspondence from the Legal Department.
11. Scheduling appointments, meetings and tracking deadlines for projects assigned to the Legal Department, and maintaining a litigation court calendar.
12. Serves as liaison with Tribal Council, Tribal Government Team Members, Tribal Members and other persons contacting the Legal Department
13. Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

An applicant's education, training and experience must be sufficient to demonstrate that the applicant possesses the ability to successfully perform each of the essential functions. The requirements listed below are generally representative of the education, experience, and skills and/or ability required to enable one to successfully perform the essential functions associated with his position:

1. Associates degree or completion of ABA approved paralegal program or certified by National Association of Legal Assistants AND six years of legal assistant experience; OR Bachelor's degree AND four years of legal assistant experience; OR Certification by ABA approved paralegal program or certified by the National Association of Legal Assistants AND four years of paralegal or legal secretarial experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
2. Demonstrated ability and experience in management of complex records/files, including litigation files and/or government records
3. Must type 65 words per minute.
4. High-level proficiency in MS Office suite, Adobe-Pro, Excel, and Netdocs.
5. High-level skills in both verbal and written communication and interpersonal relations.
6. Demonstrated abilities in independently drafting standard routine correspondence and other legal documents
7. Proficiency in internet research.
8. Proficiency in operation of computer, fax machine, scanner, and photocopier.
9. Demonstrated skill in understanding the necessity and the ability to preserve and maintain confidential communications and legally privileged information.
10. Must possess a valid Michigan drivers' license and be GSA certifiable.
11. Ability to work independently in the Native American community.
12. Must be able to work a minimum of 40 hours per work week. Must be flexible to work additional hours if workload requires it.
13. Must be able to successfully complete and pass a comprehensive background investigation and drug screening; must not have been found guilty of, or pled guilty or no contest to, any felony or misdemeanor offense under federal, state or Tribal law involving crimes of violence, sexual assault, molestation, prostitution, or other crimes against persons, or offenses committed against children.

## **PREFERRED QUALIFICATIONS**

1. Prior experience in working with a large law firm or tribal government.
2. Prior experience and/or working knowledge of Indian law.
3. Familiarity with Native American culture and traditions, including specific experience with Tribal governments and/or Tribal Courts.

## **SECURITY SENSITIVE**

This position may contain information that is security sensitive and thereby subject to additional provisions.

## **OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to interact with fellow team members, Tribal Members and contractors, following verbal and written instructions.

## **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

## **Mathematical Skills**

Must possess the ability/skill to add, subtract, multiply and divide whole numbers, fractions, and decimals with or without a calculator.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables.

## **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires mobility, walking, standing, sitting stationary for several hours at a time and the employee will be required to lift and/or move up to 25 plus pounds. The employee is frequently required to talk or hear to converse with others; regularly required to use hands to finger, handle, or feel for data entry, management of files etc., and reach with hands and arms. Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp. Specific vision abilities required by this job include close vision and long distance. The noise level in the work environment is usually quiet.

Must be able to work flexible hours when necessary or as directed. Must be able to travel. Must be able to adjust schedule as needed or required.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Technical Skills** - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Ethics - Treats people with respect; upholds the NHBP's values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports the NHBP's goals and values.

## INDIAN PREFERENCE

Tribal preference will be applied in accordance with the NHBP Indian Preference in Employment Code which requires that preference in employment be afforded to NHBP members, spouse/parents of NHBP members and Native Americans who meet the minimum qualifications and can successfully perform the essential functions for the position.

## Equal Opportunity Employer (EOE)

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## CERTIFICATION

The Paralegal job description was reviewed and approved by the Chief Legal Officer. The job description as provided above is the final version presented for approval by Tribal Council without objection at the *October 17, 2019*, regular meeting of the Tribal Council.

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John Swimmer, Chief Legal Officer

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Date

## Job Description History

Effective Date	Job Description Owner	Next Review Date	Revision Dates
10/17/2019	Legal		