

PORT MADISON ENTERPRISES

IN-HOUSE POSITION ANNOUNCEMENT

Suquamish Clearwater Casino Resort – Legal Paralegal (1 FT)

General Position Summary:

The Paralegal position may perform complex paralegal duties requiring a high degree of knowledge of legal concepts, issues and research, which, in his or her absence, would be performed by an Attorney. Assists in the management and conduct of the analysis of policy issues, proposed tribal, state or federal legislation, or other items of special concern to the PME Legal Department, the Port Madison Enterprises Executives, or the Port Madison Enterprises Board of Directors. The PME General Counsel shall evaluate job performance.

Essential Functions/Major Responsibilities:

- Analyze and summarize complex legal issues
- Under the supervision of the PME General Counsel, complete legal research and writing necessary for the preparation of advice and recommendations to the PME Board of Directors, Executives, Departments, and staff
- Under the supervision of the PME General Counsel, complete research and writing necessary for the development of resolutions, agreements, grants, policies, procedures, and protocols for Port Madison Enterprises
- Monitor proposed or pending changes in federal, tribal and state programs, laws, rules, regulations, eligibility criteria, etc in terms of potential impact to PME and the Suquamish Tribe
- Prepare reports and correspondence related to assigned work
- Participate in any and all projects of the PME's Legal Department as assigned by the PME General Counsel
- Attend meetings and trainings as directed and approved by the PME General Counsel
- Continue professional development, including training in the areas of Indian law, or other issues relevant to his or her job duties
- Establish and maintain an effective system of communication throughout Port Madison Enterprises and establish and maintain effective working relationships with others

Secondary Functions:

- Maintain filing and files on PME legal matters
- Maintain confidentiality of all records, materials and communications concerning PME and the Suquamish Tribe
- Perform all other duties as required or assigned by the PME General Counsel

Specific Job Skills:

- Working knowledge of tribal, state and federal law;
- Proficient in MS Office
- Good writing, communication, research and good decision-making capabilities;
- Working experience with WestLaw or Nexus;
- Some knowledge of principles of organizational structure, management, risk management, human resources and employee relations;
- Ability to deal well with people in highly emotional and adversarial situations; ability to communicate well with people of all ages, and to speak clearly and ability to form rapport with groups;
- Ability to establish and maintain effective working relationships with Tribal officials and employees and the general public;
- Must be dependable, trustworthy, and able to work flexible hours;
- Working knowledge and understanding of the Indian community and its people, including traditions and customs, preferred
- Type, take dictation and edit documents;
- Research, analyze and apply legal principles, facts and precedents to problems;
- Under the supervision of the PME General Counsel, prepare legal advice and counsel to the PME Board of Directors, Executives, Departments, and staff;
- Draft legal documents such as resolutions and contracts;
- Present statements of fact, law and argument clearly and logically in written and oral form;
- Effectively use and provide training in legal research methods

Education and/or Experience:

- Bachelor's Degree or its equivalent
- One-year experience in similar position preferred

Job Conditions:

Work is primarily performed in an indoor office setting for eight hours per day, five days per week with frequent sitting and occasional standing and walking. Must have the ability to work in a fast-paced environment and meet deadlines. Frequently necessary to work beyond normal office hours for evening and weekend meetings or projects. Business travel within the state and to other states may be required. Necessary aptitude include understanding instructions; reason to make judgments; numeric aptitude; problem solving and analytic abilities; initiative, ingenuity and imagination; memory and concentration.

Physical Requirements:

Ability to lift 50 lbs. while standing, twisting, or bending. Must be able to stand and/or sit for extended periods of time. Manual and finger dexterity for operation of computer and routine paperwork.

All interested and qualified employees should submit a letter of interest and resume to the HR Director, letter should include:

- 1) Why applicant is interested in being considered for position.
- 2) The skills and experience of the applicant.