



**COWLITZ INDIAN TRIBE  
DEPARTMENT OF HUMAN RESOURCES  
JOB ANNOUNCEMENT**

**PARALEGAL**

**POSITION DESCRIPTION**

**Title:** Paralegal

**Schedule:** 8 AM-5 PM Monday-Friday

**Location:** Longview, WA

**Classification:** Full-time

**Opening Date:** January 28, 2021

**Salary Range:** \$28.85 to \$38.46 DOE

**Closing Date:** Rolling

**Position Summary:** This position will perform a full range of Paralegal duties within the legal department under the direction of the Acting Lead Staff Attorney.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

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1. Intake legal matters for attorney review and calendaring all deadlines.
2. Prepare Tax Exemption for Sales to Tribes Forms for multiple departments within the Tribe.
3. Prepare Tax Exemption Fee Land Forms for governmental purposes.
4. Assist with documentation of the fee to trust application process.
5. Review subpoenas and contact the appropriate parties to facilitate compliance when needed.
6. Assist with due diligence process in real estate procurement including obtaining deeds, liens and notes and verifying same.
7. Prepare, review, and revise routine correspondence for the legal department.
8. Organize and maintain files, correspondence, and other internal records.
9. Perform factual legal research and compile and type statistical reports.
10. Maintain employee confidence and protect operations by keeping human resource and legal information confidential.
11. Prepare outgoing mail and correspondence, including e-mail and faxes.
12. Schedule, attend, and take notes for internal and external meetings for the legal department as may be directed.
13. Prepare, review, and turn in purchase orders, check requests, travel advances, travel reconciliations, monthly mileage reconciliations, and monthly Visa reconciliations for the Legal Department.
14. Perform general office administrative duties as assigned.

**Supervisory Responsibilities:**

None.

## **Competencies:**

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

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

**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.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**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; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

### **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.

### **Preferred Education and/or Experience**

Two-year certificate from college or technical school, 5 years legal experience and/or training, or equivalent combination of education and experience. Experience in Indian Country is preferred.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **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 in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of MS Outlook Contact Management systems; Internet Explorer Internet software; MS Excel Spreadsheet software and MS Word Processing software.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work 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. The position is currently remote due to the Covid-19 pandemic. Candidates should be comfortable in a work-from-home environment with the required internet access to accommodate work needs.

**Requirements:** Must submit to and pass a background check and drug screen.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail or fax resume and cover letter to:

Human Resources Department

Cowlitz Indian Tribe

P.O. Box 2547

Longview, WA 98632

Fax: (360) 578-1641