



Sacramento ♦ Escondido ♦ Eureka ♦ Bishop

Escondido Office: 609 S. Escondido Blvd., Escondido, CA 92025

Telephone 760-746-8941 FAX 760-746-1815

### **Legal/Administrative Assistant Position Available – Eureka Office**

**Program Description:** Founded in 1967, California Indian Legal Services (CILS) is the oldest public interest Indian rights law firm in the country, promoting the fundamental rights of California tribes and Indians through litigation, legislative and administrative advocacy, community development, and other strategies for systemic change. CILS provides a full range of legal representation to California Indian tribes and Indian organizations, advocates for the rights of California Indians at the local, state, and national levels, and provides direct services and community education to low-income Indian individuals on issues related to Federal Indian Law. Currently, CILS operates four offices in California.

**Description of Position:** Under the supervision of the Directing Attorney, this is a full-time position devoted to enhancing attorney effectiveness by providing information-management support; administrative and clerical support in a casual, supportive environment. The work is specialized and requires knowledge of the preparation and processing requirements of legal documents, legal terminology, civil procedures and discovery, sources of law and the court system. Duties include, but are not limited to:

- Answer and direct incoming calls including intake screening and providing telephone referrals to clients
- Greet and maintain professional tact in dealing with or assisting CILS clients, tribal members, tribal officials, outside counsel or other CILS visitors
- Calendar and tickle case files
- Sort and distribute daily mail, faxes, and process outgoing mail
- Maintain general organization of office
- Manage office systems including phone and voicemail system, database, office supplies and equipment to ensure professional, efficient and timely work flow of day-to-day operations of office.
- Create, maintain and organize case and correspondence files including case file tickling with minimal supervision and attention to detail.
- Conserves attorneys' time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; drafting letters and documents; collecting and analyzing information; initiating telecommunications; organizing client conferences, and attorney meetings including preparing attorneys for meetings and court by providing meeting packets, travel

- arrangements and directions; scheduling couriers, court reporters, expert witnesses, and other special functions; coordinating preparation of charts, graphs, and other courtroom visuals; preparing expense/reimbursement reports; post-meeting/court follow up to ensure calendars, case files and case management system are updated accordingly and timely.
- Maintains attorney calendar by planning and scheduling conferences, teleconferences, dispositions, and travel; recording and monitoring court appearance dates, pleadings, and filing requirements; monitoring evidence-gathering; anticipating changes in litigation or transaction preparation requirements.
  - Represents attorney by communicating and obtaining information; following-up on delegated assignments; willingness to ask for direction yet provide degree of self-motivation and problem solving..
  - Be willing to learn, interpret and apply a variety of tribal and state laws, rules, or procedures as directed by staff attorneys
  - Other tasks as requested by attorneys and staff.

**Qualifications:** Minimum of 5 years' experience – Any combination of training and experience that provides the required knowledge skills and abilities is qualifying; typical education would include a high school diploma, or equivalent and legal secretarial course work. Litigation experience and knowledge of Judicial Council forms, ability to draft basic legal documents using proper procedures required by statutes and rules of court; be familiar with all phases of California court procedures, including venue, jurisdiction, pleadings, motions, appeals and the proper means and forms which matters are submitted to the court system; compose correspondence and write reports using correct English, spelling, grammar and punctuation; basic legal and tribal terminology; attention to detail in all work to be performed, and see work through to its logical conclusion required. Must be proficient in MS Office 2016, Office 365, SharePoint, PDF software programs; video conferencing/webinars and have excellent typing skills. Preference for experience working with Indian communities. Applicants must be efficient and organized.

**Salary:** Competitive based on experience. This is an hourly, full-time, non-exempt position at 40 hours per week. CILS offers full family/partner medical, vision and dental benefits, AD&D, long-term disability insurances, life insurance, Section 125 Flexible Spending Accounts, generous leave policies and potential for annual performance incentive.

**To Apply:** Please submit letter of interest , resume and references to Patricia De La Cruz-Lynas, Director of Administration, California Indian Legal Services via e-mail [EUR-hiring@calindian.org](mailto:EUR-hiring@calindian.org).

**CALIFORNIA INDIAN LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.  
NATIVE AMERICANS, MINORITIES AND THE DISABLED ARE ENCOURAGED TO APPLY.**