

## YUROK TRIBE-JOB DESCRIPTION

### Paralegal

Job Title:	Paralegal I-III ICWA	Job Grade	9/10/11
Department	Office of the Tribal Attorney	Location	Klamath, or Eureka
Reports To:	General Counsel	FLSA Status	Non-exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	\$27.23-35.53/\$29.75-38.81/\$32.46-42.35		

### POSITION SUMMARY:

Under the direction and supervision of the General Counsel, and/or designated Deputy/Associate General Counsel, the ICWA Paralegal will provide support and resolve routine legal issues on Indian Child Welfare Act (ICWA) cases handled by the Yurok Tribe's Office of the Tribal Attorney (OTA).

### DUTIES AND RESPONSIBILITIES:

#### Paralegal I:

1. Research law, investigate facts, and prepare documents to assist attorneys.
2. Analyze federal, state, and tribal legal sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents such as briefs, pleadings, and appeals for approval and use by attorneys.
3. File pleadings at various state courts and in Yurok Tribal Court.
4. Prepare affidavits of documents and maintain files.
5. Deliver or direct subpoenas to witnesses and parties of action.
6. Monitor legal volumes and ensure legal volumes are up-to-date.
7. Assist attorney with identifying ICWA cases to transfer to Yurok Tribal Court.
8. Assist attorney in state court with notes & orders after Hearing to communicate to the Yurok Health and Human Services (YHHS) staff.

#### Paralegal II: In addition to the requirements listed in Paralegal I,

9. Appear as an ICWA Advocate-in either tribal or state court.
10. Assist attorney in state court with notes and communicating results to Yurok Tribal Court and YHHS staff.
11. Assist attorneys in trial preparation.
12. Act as liaison to state court, Yurok Tribal Court and YHHS Staff.

#### Paralegal III: In addition to the requirements listed in Paralegal I & II,

13. Appear with attorney in court proceedings.
14. Act as liaison with outside agencies.
15. Research and draft opinions on complex legal matters for review by attorneys.
16. Actively participates in most major cases.

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#### SUPERVISORY RESPONSIBILITIES:

Direct and coordinate activities of interns when attorneys are not present.

#### DESIRABLE QUALIFICATIONS:

Familiarity with child welfare; ICWA; laws or court cases that affect Native American people/tribes; Del Norte and Humboldt County Courts; experience managing litigation; paralegal certificate or other college degree.

#### MINIMUM QUALIFICATIONS:

1. Familiar with computerized databases and word processing
2. Ability to keyboard 40 words per minute.
3. Highly skilled, both orally and in writing.
4. Experience in the paralegal or related field.

#### EDUCATION/EXPERIENCE:

G9 – Paralegal I: Must possess a B.A. or specialized experience as a paralegal.

G10-Paralegal II: Must possess a B.A. and 1 year of specialized experience or a paralegal certification or other relevant education and one year of specialized experience.

G11-Paralegal III: Must possess a B.A. and 2 years of specialized experience. Or paralegal certification or other relevant education and 2 years of specialized experience.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

*Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.*

#### CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. When necessary, must be able to lift 25 to 50 pounds.
4. Must have a valid California Driver's License.

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5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date