

Paralegal – Attorney General’s Office

\$21.00 Per hour

JOB SUMMARY:

The Office of the Attorney General provides legal representation to the Colorado River Indian Tribes, its Tribal Council, departments, and enterprises. The paralegal is supervised by the Attorney General, but receives additional supervision from individual attorneys assigned to oversee and manage specific projects. The Paralegal displays the ability to work effectively with other departments, outside consultants and attorneys to ensure that projects are completed in a timely manner. The paralegal accepts and discharges responsibility, and performs the legal work of the Tribes with fidelity and discretion.

DUTIES AND RESPONSIBILITIES:

- Drafts, memos, letters and resolutions for attorneys.
- Assists attorneys in litigation, drafts and proofreads pleadings, motions, affidavits, orders and arranges for process of service as required by law.
- Calendars all court dates to ensure timely response time.
- Provides support work for attorneys that includes researching various legal policy issues and gathering relevant information from various sources.
- Responsible for processing and payment of consultant/attorney accounts payable through Tribal Council channels and payment of monthly office bills through accounting.
- Prepares personnel forms for Attorney General's signature, collects and submits time cards, follows up with accounting to solve any problems with paychecks or leave time accrual.
- Sets up and maintains in-house law library and prepares materials and maintains file index for offsite storage.
- Assists with all audits by gathering and organizing required information from other departments.
- Performs other duties may be assigned at the discretion of the Attorney General or designee to fulfill the Department’s needs, objectives and/or goals.
- Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

KNOWLEDGE SKILLS AND ABILITIES

- Ability to handle legal problems logically and to effectively communicate findings and opinions both orally and in writing to the supervising attorney.
- Understanding of legal terminology and good research and investigative skills.
- Working knowledge of computers, with ability to use Microsoft Word, Excel and Outlook
- Possess research and writing experience.
- Familiar with Internet, PACER, Westlaw and other programs used in the legal profession.
- Substantial work experience and/or paralegal certification may be substituted for college requirement.
- Working familiarity with the operation and applications of computers in legal research and litigation support.
- Working familiarity with the various CRIT departments and their personnel and serves as a resource person for "how to" questions from inside and outside the office.
- Strong organizational skills to meet deadlines.
- Ability to maintain confidentiality at all times, dependable and punctual.
- Ability to successfully pass all required background checks.

- Must have ability to work well with others in sometimes stressful, high-volume work environment.

MINIMUM QUALIFICATIONS:

- College degree (BA/BS) preferred.
- High School Diploma or GED.
- Current valid state issued driver's license is required for employment