



## PARALEGAL

Peebles, Kidder, Bergin, & Robinson, LLP is a nationwide law firm dedicated to the representation of American Indian tribes and organizations.

Our Sacramento, CA office has an immediate need for an experienced Paralegal.

### Overall Responsibilities:

- Assist attorneys with analysis and set the foundation for ongoing legal cases and issues
- Research legal issues, prepare documentation, and provide administrative support; Verify legal records; Create, maintain and track client files and Firm records
- Prepare documents, pleadings, and court filings; Ensure timely delivery of legal documents and packages
- Coordinate deposition hearings, court filings, litigation files and legislative and administrative filing; Assist with preparing witnesses, developing pleadings, preparing affidavits;

### Requirements include:

- Associates degree in paralegal studies from ABA accredited school
- Thorough understanding of Federal In depth understanding of legal terms and rules; Familiar with federal court proceedings and federal court rules and procedures; Familiar with legal writings and citation; on-line legal research
- Excellent communication skills including verbal, written and listening skills; Superior interpersonal skills;
- Organized; Detailed; Flexible; Accurate; Reliable and dependable
- Expert computer skills including Microsoft Office Suite; Electronic Court Filing (ECF) system

### Compensation:

Competitive salary and generous benefits package provided.

Qualified candidates are invited to submit a resume and cover letter to Laila Sanousi, Firm Administrator at [lsanousi@ndnlaw.com](mailto:lsanousi@ndnlaw.com)