

JOB ANNOUNCEMENT

Title: Paralegal

Requisition Num.: 010-2022

Open Date: 11/08/2022

Closing Date: Until Filled

Department: Legal

Classification: Full-Time / Exempt

Salary: \$71,759.00 (annually)

Location: Valley Center, CA

Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



Opportunity: This position must be able to address legal and political information that is highly confidential and critical in nature to the Office of the Attorney General of the Rincon Band of Luiseno Indians of the Rincon Reservation, Valley Center California (the “Band”), its leaders, economic development enterprises and citizens. The individual must be able to interact comfortably and skillfully with elected officials and senior level executives of the Band, as well as clients, business partners, customers, vendors, city, county, state and federal government officials. Work in close conjunction with the Attorney General to implement and execute the Band’s legal and policy priorities to advance the tribal sovereignty and the Band’s right to self-government. The individual will be expected to work independently, prioritize and resolve time sensitive issues with a high degree of precision. This requires initiative and very strong organizational, written and verbal communication skills. In addition, word-processing skills with an emphasis on speed and accuracy are essential as is the ability to research and locate requested documents in support of lawyers within the Office of the Attorney General. Preparation and review of correspondence, memoranda, contracts, resolutions, agendas, reports and other documents will also be necessary as will the organization and maintenance of documents in paper or electronic filing system. In addition, the individual must have knowledge and command of Tribal Court, State Court and Federal Court filing requirements and procedures to accomplish litigation objectives of the Band.

The individual will be expected exercise attention to detail and have excellent judgment and problem solving skills. The individual must be a team player with excellent multi-tasking skills, time management, and be able to accommodate a flexible work schedule based on the needs of the Attorney General to timely accomplish the legal and policy priorities of the Band.

This person will need to have superior customer service skills to support the day-to-day operations of the Office of the Attorney General. This person must have a professional, client-centered manner that will uphold the integrity and reputation of the Office of the Attorney General and the Rincon Tribal Government.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepare correspondence, memoranda, contracts, pleadings, affidavits, deeds or other form documents that are customary to a law practice that is specialized in the field of federal Indian and Tribal law, including, but not limited to, the establishment and on-going organization and maintenance of documents in paper or electronic filing systems.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Prepare briefing files/reports for, schedule and attend meetings, take notes and arrange calls, take and return calls, review and answer emails, make and cancel travel arrangements.
- Prepare draft reports, reconcile office budget for reporting purposes, review attorney invoices, follow-up and coordinate with attorneys and Band staff as necessary.
- Routinely review content of all work products for grammatical and editorial corrections, prepare drafts and execution copies with word count comparison, date and label versions of draft documents, maintain execution originals as is customary in a law office.
- Weekly printing of articles and cases in the field of federal Indian law, file and organize cases by subject matter electronically and hardcopy as instructed.
- Obtain, complete and file pleadings with various court clerks, attend hearings, administrative proceedings and trials, some out of office travel may be required.
- Build a documents library of various commercial and governmental agreements and documents as directed.
- Conduct Westlaw and Lexis research and shepardize cases, statutes and regulations and research Interior Board of Indian Appeals ("IBIA") proceedings.
- Investigate facts and law of cases and search pertinent sources, such as public records, lien searches, and other due diligence as necessary.
- Maintain and monitor Tribal Resolution Logs, Tribal Law Binders, and Tribal Website to ensure that Tribal law library sources are up-to-date.
- Attend meetings in the Attorney General's stead outside of the office with governmental agencies as assigned.
- Lead and coordinate special projects that accomplish the Tribal Government's objectives as assigned.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Perform other related duties as required.

JOB QUALIFICATIONS

Education/Experience and/or Training:

- Two (2) years of college (Associates Degree or equivalent Law, Business Law or equivalent degree preferred) or at least two (2) to five (5) years' of Paralegal work experience.

Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

Resumes will not be accepted in lieu of completed application forms, but may be attached.

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Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- Certified Paralegal (preferred)

Work-Related Knowledge:

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of administrative and clerical procedures, managing files and records, dictation and transcription, designing forms, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services. This includes a high degree of flexibility on a day-to-day basis.