

# JOB ANNOUNCEMENT

**Title:** Administrative Assistant II

**Requisition Num.:** 004-2023

**Open Date:** 01/24/2023

**Closing Date:** Until Filled

**Department:** Legal

**Classification:** Full-Time / Non- Exempt

**Salary:** \$22.00 - \$26.00 (hourly)

**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](http://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 Rincon Band of Luiseno Indians of the Rincon Reservation, Valley Center California (the “Band”), its economic development entities 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 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 strong organizational, written, and verbal communication skills. In addition, computer-based legal research of documents, federal, state, and tribal statutes, court and administrative decisions, and legal articles will be necessary. Preparation and review of correspondence, property documents, 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.

The individual will be expected to apply common sense, 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 conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Band. In addition, this individual must strive to attain a working knowledge of applicable Rincon laws, policies, regulations, and procedures.

## 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](mailto: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

*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.*

- Provide administrative support to include telephone coverage, copier projects (including overhead preparation), mail handling, supplies control and necessary communications internally and externally.
- Maintain Vendor Contract files, Maintenance Agreement files and all Copyright files.
- Prepare correspondence, memoranda, contracts, pleadings, affidavits, deeds, or other documents that are customary to a general law practice that is specialized in the field of federal Indian law, including, but not limited to, the establishment and on-going organization and maintenance of documents in paper or electronic filing systems.
- Prepare 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.
- Review contracts, deeds, title reports and environmental evaluations/permitting requirements and draft action items, notes, and reports on the same to the Attorney General.
- 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.
- 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 sheppardize 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.
- Keep and monitor legal volumes to ensure that law library is up to date.
- Perform special projects as assigned.

## OTHER DUTIES

- Locate as many free internet legal resources as possible.
- Assist in cultivating and maintaining relations with the Intertribal Court, Bureau of Indian Affairs, United States Attorney, San Diego County District Attorney, San Diego County Sheriff, and contracted attorneys.
- Write and distribute weekly updates describing the status of workload.
- 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.
- Ability to multi-task while maintaining vigilant attention to detail

### 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.**

### 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](mailto:jobs@rincon-nsn.gov).

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

### OTHER DUTIES CONT'D

- Attends required meetings and trainings.
- Perform other related duties as required.

### JOB QUALIFICATIONS

#### Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- 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' experience in a Legal Executive Assistant level position.

#### 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.

#### Work-Related Knowledge:

- Working knowledge of various laws, legal codes, court procedures, precedents, government regulations (State and Federal), and executive orders. As well as knowledge of Tribal laws and ordinances and applicable rules.
- 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, stenography, and transcription, designing forms, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services. This includes meeting quality standards for legal services.
- 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.
- Experience developing communication materials, including PowerPoint presentations, flyers, brochures, booklets, etc.
- 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