YUROK TRIBE – JOB DESCRIPTION
LEGAL Administrative Assistant

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Legal Administrative Assistant</th>
<th>Pay Grade</th>
<th>6/7/8</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Office of Tribal Attorney</td>
<td>Location</td>
<td>Klamath</td>
</tr>
<tr>
<td>Reports To:</td>
<td>General Counsel</td>
<td>FLSA Status</td>
<td>Non Exempt</td>
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</tbody>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range: $18.75-$224.46/$20.72-$27.03/$22.84-$29.80

POSITION SUMMARY:

Under the direct supervision of the General Counsel, and/or designated Deputy/Associate General Counsel, this position serves as the Legal Administrative Assistant for the Yurok Tribe Office of the Tribal Attorney, and will perform various administrative and case related tasks. With limited direction, the position will implement a variety of tasks, assignments and special projects. The position exercises considerable independent judgment and discretion in the performance of job duties. The position assists legal staff in the performance and accomplishment of day-to-day duties.

DUTIES AND RESPONSIBILITIES:

1. Provides clerical assistance with transcription, data entry, telephone calls and electronic correspondence; responds to inquiries on a variety of matters.
2. Receives and screens visitors and interacts with Tribal clients, personnel, departments, and partnering agencies on a professional level.
3. Creates and maintains forms and ensures proper distribution to appropriate personnel for ongoing department administration.
4. Schedules and arranges meetings and conferences and notifies interested parties; arranges travel for staff including scheduling transportation, making hotel arrangements, and processing travel reimbursements.
5. Inputs, retrieves, updates, and deletes information using computerized databases and maintains electronic databases and copies of files, including work requests, agenda items, and invoices.
6. Sorts, opens, logs and distributes incoming mail to staff; attaches incoming correspondence to case files and related materials needed for action.
7. Maintains daily, weekly, monthly and yearly calendars and schedules.
8. Maintains the filing system in both a hard copy and digital storage format; insures that all documents are properly secured and retrievable by appropriate staff.
9. Serves and files legal papers and provides notary services to the Tribe if certified as a notary.
10. Prepares and assembles materials, documents and exhibits for meetings, court appearance and hearings.
11. Determines the need for and requisitions supplies, equipment and repair and maintenance services through Tribal procurement processes.
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12. Monitors department budget and project balances using the Tribe’s accounting software/database, assists in the preparation of financial reports, and updates General Counsel on a regular basis.

13. Prepares purchase orders in accordance with OMB Circular guidelines and Tribal procurement and budgeting processes.


15. Process vehicle mileage forms and inspection sheets and staff timecards

16. Performs related work as assigned to meet the needs of the department.

SUPERVISORIAL RESPONSIBILITIES:

None Required

MINIMUM QUALIFICATIONS:

1. Knowledge of office practices, procedures, machines and equipment.

2. Strong computer skills with the ability to type 40 words per minute, and ability to operate all standard office equipment.


4. Excellent writing and communication skills, including knowledge of legal terminology and the ability to compose business letters, minutes, reports, charts, and numerical and tabular materials.

5. Ability to work independently with minimal supervision.

6. Ability to maintain confidences and confidential information.

7. Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.

8. Ability to determine work priorities.

EDUCATION AND EXPERIENCE:

Grade 6: Four year course of study above high school leading to a Bachelor’s degree and three years general experience.

Grade 7: Four year course of study leading to a Bachelor’s degree and at least one year of specialized experience equivalent to a Grade 6.

Grade 8: Four year course of study leading to a Bachelor’s degree and at least one year of specialized experience equivalent to a Grade 7.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. Specialized training and equivalent work experience can include certificate programs, specialized coursework/internships, legal administrative work, or the use of similarly appropriate skills. The required knowledge, skills, and abilities will be evaluated on an individual basis.
CONDITIONS OF EMPLOYMENT:

1. Valid state issued driver’s license or the ability to obtain a California driver’s license. Must be and remain insurable on the Tribe’s vehicle insurance policy.
2. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Policy, including pre-employment screening.
3. All applicants will acknowledge and follow all Yurok Tribe personnel and other policies and procedures.
4. Must pass a comprehensive background check.
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

2019 (ta)