

**YUROK TRIBE-JOB DESCRIPTION**

**Paralegal**

Job Title:	<b>Paralegal</b>	Job Grade	<b>9</b>
Department	<b>Office of the Prosecutor</b>	Location	<b>Remote</b>
Reports To:	<b>Prosecutor</b>	FLSA Status	<b>Non-exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	<b>\$27.23-35.53</b>		

**POSITION SUMMARY:**

Under the direction of the Prosecutor, provides support and resolves routine legal issues.

**DUTIES AND RESPONSIBILITIES:**

1. Research law, investigates facts, and prepares documents to assist Attorney.
2. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleading, appeals, for review, approval and use by attorney.
3. Investigates facts and case law to determine causes of action and to prepare case accordingly.
4. Files pleadings with court clerk.
5. Prepares affidavits of documents and maintains document file.
6. Delivers or directs delivery of subpoenas to witnesses and parties of action.
7. Maintains filing system. Files documents and retrieves them upon request from electronic filing system. Develops new filing systems as needed.
8. Performs data input. Reviews data and develops reports as necessary.
9. Coordinates and schedules program/project meetings. Prepares agendas as directed and compiles meeting materials, sends notices, and may be required to take minutes.

**SUPERVISORY RESPONSIBILITIES:**

None

**DESIRABLE QUALIFICATIONS:**

1. Familiarity with laws or court cases that affect Native American people/tribes.
2. Familiarity with Yurok Tribe legal issues and policies.
3. Familiarity with Del Norte and Humboldt County Courts.
4. Familiarity with and ability to follow legal rules of court, procedure, and evidence

**MINIMUM QUALIFICATIONS:**

1. Familiar with computerized databases and word processing
2. Ability to keyboard 40 words per minute.
3. Highly skilled, both orally and in writing.
4. Experience in the paralegal, legal secretary, or related field.

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5. Experience with operating common office equipment such as copy machines, etc.
6. Advanced computer skills that includes knowledge of Microsoft office.
7. Experience of filing systems that includes electronic filing.
8. Must understand the meaning of confidentiality.

### EDUCATION/EXPERIENCE:

G9 – Paralegal : Must possess a B.A.

### CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must have a valid California Driver’s License.
4. Must pass a comprehensive background.
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.

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Paralegal

Employee Signature

Date

Employee #

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Supervisor Signature

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Date