

YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT



Announcement # 2017-076 Issue Date: 04-14-17 Closing Date: 04-27-17

Administrative Legal Assistant
YN Office of Legal Counsel
Hourly Wage: \$18.58/Regular/Full-Time

This position supports the attorneys of the Office of Legal Counsel by performing administrative, legal project support, and litigation support services. This position handles sensitive and confidential information and documents, and is required to adhere to the same ethical standards as attorneys.

Knowledge, Skills and Abilities:

- Ability to plan, prioritize, organize, and manage multiple projects in a timely manner.
- Demonstrated ability to take ownership and initiative on assigned projects.
- Ability to work under time-pressure, and on matters of a sensitive and confidential nature.
- Knowledge of legal systems, court procedures, and basic legal research techniques a plus.
- Knowledge of and skill in the use of computers and assorted Apple and related software - experience with legal databases like Lexis Nexis or Westlaw is a plus.
- Ability to learn, understand, and strictly adhere to office legal and administrative procedures and tribal policies.

General Recruiting Indicators:

- High school diploma or equivalent, and EITHER 2 years of experience in a legal environment in support of an attorney or judge, OR 4 years experience in a business environment. A Bachelor's degree or a two-year degree in Legal Secretary Studies, Paralegal Studies or related field may be substituted for the above experience requirements. Submission of cover letter, updated resume, and school transcript(s).

Special Requirements:

- No felony convictions within past 7 years
- Required to pass a pre-employment drug and alcohol test and background check.
- Prefer Yakama Nation Tribal Members, or candidates with Indian heritage.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation tribal driver's permit.