

Sisseton-Wahpeton Oyate

Job Description

Job Title: Paralegal – Legal Department

POSITION SUMMARY

Under the direction of the Sisseton-Wahpeton Oyate Legal Department's two In-House Attorneys, the incumbent provides legal support to the Legal Department. This position is expected to assist with the preparation of court filings for the Indian Child Welfare Act cases and other litigation as needed. Individual will also assist with the scanning and organization of legal files for all ongoing legal work within the Tribal government, including contract files, legislative drafting, correspondence and litigation files.

ESSENTIAL FUNCTIONS

- Composes draft pleadings pertaining to legal subject matters which may require considerable discretion and judgment.
- Scans and organizes archive files for all legal projects and tasks undertaken by the Legal Department.
- Reviews and analyzes records and information from multiple sources and determines relevancy to specific issues under review by the Legal Department.
- Proofreads correspondence, memoranda and other legal documents as required.
- Scheduling appointments, meetings and tracking deadlines for court hearings and meetings assigned to the Legal Department, and maintaining a litigation court calendar.
- Serves as liaison with the Tribal Court, the Children's Protection Program, Tribal Members and other persons interacting with the Legal Department.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

An applicant's education, training and experience must be sufficient to demonstrate that the applicant possesses the ability to successfully perform each of the essential functions. The requirements listed below are generally representative of the education, experience, and skills

and/or ability required to enable one to successfully perform the essential functions associated with his position:

Must have completed high-school or G.E.D. Prefer Associates degree or completion of ABA approved paralegal program or certified by National Association of Legal Assistants AND one year of legal assistant experience; OR Bachelor's degree AND two years of legal assistant experience; OR Certification by ABA approved paralegal program or certified by the National Association of Legal Assistants AND two years of paralegal or legal secretarial experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

High-level skills in both verbal and written communication and interpersonal relations.

Demonstrated abilities in independently drafting standard routine correspondence and other legal documents Proficiency in internet research. Proficiency in operation of computer, fax machine, scanner, and photocopier. Demonstrated skill in understanding the necessity and the ability to preserve and maintain confidential communications and legally privileged information.

Ability to work independently in the Native American community. Must be able to work a minimum of 40 hours per work week. Must be flexible to work additional hours if workload requires it.

Must be able to successfully complete and pass a comprehensive background investigation and drug screening; must not have been found guilty of, or pled guilty or no contest to, any felony or misdemeanor offense under federal, state or Tribal law involving crimes of violence, sexual assault, molestation, prostitution, or other crimes against persons, or offenses committed against children.

PREFERRED QUALIFICATIONS

1. Prior experience in working with a law firm or tribal government.
2. Prior experience and/or working knowledge of Indian law.
3. Familiarity with Native American culture and traditions, including specific experience with Tribal governments and/or Tribal Courts.

OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires mobility, walking, standing, sitting stationary for several hours at a time and the employee will be required to lift and/or move up banker's boxes to 25 plus pounds. The employee is frequently required to talk or hear to converse with others; regularly required to use hands to finger, handle, or feel for data entry, management of files etc., and reach with hands and arms. Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp. Specific vision abilities required by this job include close vision and long distance. The noise level in the work environment is usually quiet.

Must be able to work flexible hours when necessary or as directed.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Ethics - Treats people with respect; upholds the Sisseton-Wahpeton Oyate values.

Tribe reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the government.

Approved  Date 1-5-21