

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-121 **Issue Date:** 08-30-12 **Closing Date:** 09-06-12

Administrative Legal Assistant
Office of Legal Counsel
Hourly Wage: DOQ/Full-Time/Regular

Assist the attorney in the Office of Legal Counsel (OLC) in their representation of the Yakama Nation before Tribal, State and city court forums and agencies. Assist attorneys in legal research, including, summarizing case law, legal writing, and drafting of pleadings, correspondence, and contracts. Interviews clients and witnesses. Assists in drafting and commenting on proposed Tribal laws and in processing request for legal services, and advising Tribal agencies and departments. Is responsible to maintaining and manage case files and research materials. Work is of highly confidential nature and Legal Assistant is required to adhere to the same ethical and professional standards as attorneys. Further duties require the Legal Assistant to assist in development and maintenance of the legal library and routine office duties, provides assistance to program management in maintaining standard office operations. Prepares progress reports for inclusion in the Office of Legal Counsel Monthly report. Provides administrative assistance for the Office of Legal Counsel in financial accounts management and bookkeeping.

Knowledge, Skills and Abilities:

- Ability to maintain strict confidentiality of client and program information.
- Knowledge of the legal system and court procedures in general and specifically in areas relating to Federal Indian and Tribal Law.
- Knowledge of Yakama Nation Revised Law and Order codes Volumes 1 and 2.
- Knowledge of Yakama Nation Finance Manual.
- Knowledge of Yakama Nation Archives Manual.
- Knowledge of Yakama Nation Employees and Supervisors Manual.
- Thorough knowledge of generally accepted accounting principles, methods, terms, theories, and concepts and ability to complete all bookkeeping functions.
- Possess interviewing skills; established and maintain effective working relationship with programs, public and Tribal officials and support staff.
- Ability to work independently, prioritize assignments and exercise initiative and good judgment as well as work effectively in matters of a sensitive and confidential nature.
- Ability to draft letters, memoranda, petitions, stipulations, orders and other legal documents.
- Knowledge of legal research methods and techniques.
- Ability to research, formulate, present issues, ideas and concerns in excellent written and verbal form.

General Recruiting Indicators:

- A two year degree in Paralegal studies, of Legal Secretary Studies.
OR,
- Minimum of two years experience working as legal assistant with combination of work experience of education, training which demonstrates applicant's ability to perform duties of this position. Bookkeeping duties are at a bookkeeper IV level (2 years of college and three years of demonstrated progressive bookkeeping experience, or substitute on a month for month basis a combination of college and work experience).
OR,
- Previous legal secretarial experience of three years or more that will enable applicant to possess required knowledge, ability and skills.

Necessary Special Requirements:

- Ability to pass a pre-employment drug and alcohol test.
- Must have or able to obtain a valid WA State driver's license with ability to obtain a Tribal Driver's Permit.