

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-057 Issue Date: 04-18-14 Closing Date: 04-25-14

**Legal Assistant/Paralegal
Office of the Prosecutors
Department of Justice Services
Hourly Wage: \$15.29/Full-Time/Regular**

Performs confidential and specialized administrative and legal services. Provides legal assistance to the Tribal Prosecutor to prepare for Tribal and State Court hearings. Provides assistance with dependency and neglect proceedings and prepares pleadings. Is responsible to analyze cases, evaluate evidence, interview witnesses and social workers. Maintains case files, prepares correspondence, responses to Discovery Requests, and Children's Court petitions. Administers office rules, procedures, and daily workflow.

Knowledge, Skills and Abilities:

- Knowledge of the Revised Yakama Code (RYC).
- Knowledge of the Indian Child Welfare Act and Indian Civil Rights Act.
- Ability to maintain confidentiality.
- Knowledge of the legal system and court procedures in general, specifically the Yakama Tribal Court criminal system and juvenile justice system and juvenile justice system.
- Knowledge of bookkeeping principles and practices.
- Skill in interviewing.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and exercise own initiative and judgment.
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- Ability to organize and prioritize work assignments.
- Ability to work under stress.
- Ability to maintain deadlines.
- Ability to use correct grammar and punctuation in preparation of written documents.
- Knowledge of legal research methods and techniques with ability to formulate and present ideas and information clearly in written form.
- Knowledge and ability to utilize a computer and software.

General Recruiting Indicators:

- AA degree required in justice services, business administrative, or related field. **OR**, one year work experience as a Legal Assistant in a legal office setting **AND** one year education or training in related legal or business field. **OR** two years of responsibility work experience as a legal secretary.

Necessary Special Requirements:

- Must possess a valid Washington State Driver's License and be insurable under Yakama Nation
- Must not have a felony record. Or have any criminal misdemeanor convictions within the State and Tribal Courts within 5 years.
- Must have no criminal driving infractions within past 5 years.
- Must have no past, current, or pending dependency action in the State or Tribal Courts.
- Must pass a pre-employment drug and alcohol test.