

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2015-102    **Issue Date:** 05-20-15    **Closing Date:** 06-03-15

**Civil Pro Se Legal Assistant**  
**Yakama Nation Public Defender-Legal Aid Services**  
**Department of Justice Services**  
**Hourly Wage: \$17.70/Temporary/Full-Time**

Performs highly confidential and specialized legal and administrative services. Provides direction and assistance to Tribal members in preparing and filing civil pro se motions, complaints or petitions in Tribal Court. Prepares monthly statistical reports for the Law & Order Committee. Assists Public Defender attorneys/advocates with civil case issues and/or guardian ad Litem investigations and interviews as assigned. Communicates and works with the Court Administrator in developing new user-friendly Tribal Court prose forms. Position requires a high degree of initiative, independence, accuracy and public relations.

**Knowledge, Skills and Abilities:**

- Knowledge of the Yakama Nation Revised Law & Order Code.
- Knowledge of the Indian Civil Rights Act and Indian Child Welfare Act.
- Knowledge of legal systems and court procedures relating to civil and criminal law.
- Ability to understand and execute complex oral and written instructions.
- Ability to communicate effectively and clearly orally and in writing. Must be proficient writer.
- Ability to establish and maintain effective working relationships.
- Ability to conform to a legal office environment and maintain professional appearance congruent with the mission of a law office.
- Ability to use a computer and assorted software proficiently.
- Ability to work independently and productively.
- Ability to work under stress.
- Ability to organize and prioritize workload.
- Ability to handle people problems that involve issues and adverse situations.
- Ability to maintain strict confidentiality and security of client and program information.

**General Recruiting Indicators:**

- Requires an Associate of Arts degree in legal or related field or three years work experience as a Legal Assistant/Paralegal in Legal Office. OR two year or more of higher education with focus in Federal Indian Law and/or history of Native American culture, customs and Codes AND one year work experience as a Legal Assistant/Paralegal.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal and financial background check.
- Must compose a sample writing upon request.
- Must be an enrolled Yakama member of good moral character.
- Must have no felony convictions or crimes of moral turpitude within the past 5 years.
- Must possess or have the ability to obtain a valid Washington State Driver License and have the ability to obtain a valid Yakama Tribal Drivers Permit.