YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT

Announcement # 2016-129 **Issue Date:** 06-29-16 **Closing Date:** 07-15-16

Civil Pro Se Legal Assistant
Yakama Tribal Court
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 and Order Committee. Assists Public Defender attorneys/advocate with civil case issues and/or Guardian ad Litem investigations and interviews as assigned. Communicates and works collaboratively with Tribal Court clerks in assisting Tribal members file civil pro se documents. Works with Court Administrator in developing new user-friendly Tribal Court pro se forms. Position requires a high degree of initiative, independence, accuracy and public relations.

Knowledge, Skills, and Abilities:

- Must be a proficient writer.
- Ability to maintain strict confidentiality and security of client and program information.
- 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 both orally and written form.
- Ability to establish and maintain effective working relationships.
- Ability to conform to a legal office environment and maintain a 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.

General Recruiting Indicators:

Requires an AA degree in legal or related field or three years work experience as a Legal Assistant/Paralegal in Legal Office. OR, two years 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.
Ability to pass a criminal and financial background check.
Ability to compose a sample writing upon request.

Special Requirements:

Must be an enrolled Yakama member and of good moral character.
Must have no felony convictions or crimes of moral turpitude within the past 5 years.
Must have valid Washington State Driver's License and the ability to obtain a Tribal Driver's Permit.
Ability to pass a pre-employment drug and alcohol test.