



# Cow Creek Government Office

## Position Description

**Position Title:** Paralegal

**Department:** Legal

**Reports To:** Tribal Attorney

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 7/30/15, 2/24/2020

### **POSITION PURPOSE:**

Performs paralegal functions which require an advanced degree of knowledge, analytical skills, decision making skills and independent judgment.

### **ESSENTIAL FUNCTIONS:**

- Drafting and organizing Tribal and Corporate Board resolutions, and codes such as Tribal Legal Codes, Housing Codes and other legal Documents.
- Maintaining and organizing Tribal Business documents such as vehicle registrations, business trademarks and copyrights, and other business records.
- Preparing contracts, agreements, memorandum of understanding, and other legal pleadings and filings.
- Work with Land & Realty Programs Manager on preparing land purchases and acquisitions.

### **SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:**

- Must maintain confidentially regarding all work related issues.
- Must be able to communicate clearly (both orally and in writing).
- Proficiency with word processing, presentation, database, transcription of tapes and other office and business software.
- Must be able to organize, prioritize, and manage a large workload and delegate as necessary.
- Must be able to file and maintain accurate records, write and submit necessary reports and grant applications in a timely manner.

### **QUALIFICATION STANDARDS:**

- Two-year college degree in legal or business related field and certification as a Paralegal required.
- Two years 'experience in legal office or court system preferred.
- Computer literacy and experience essential, including the ability to effectively use Microsoft Word.
- Two to Three years' experience in law office (in business, government or Indian issues), court system is preferred.
- Current and valid Oregon driver's license.
- Must possess a valid degree or Paralegal Certification.

