



Cow Creek Government Office

Position Description

Position Title: Paralegal

Department: Legal

Reports To: Tribal Attorney

FLSA Designation: Non-Exempt

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.
- 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.