



Cow Creek Government Office

Paralegal

Job Code: 1720
Department: Legal
Location: Roseburg
Minimum Hourly: \$30.22

Date Written/Revised: 02/15/2023, 04/03/2023

POSITION PURPOSE:

The Paralegal Position assists the Staff Attorney in the management and administration of the day-to-day operations of the legal department. Paralegal functions require an advanced degree of knowledge, analytical skills, decision-making skills and independent judgment.

ESSENTIAL FUNCTIONS:

- Analyze and summarize complex legal issues.
- Under the supervision of the Staff Attorney the Paralegal shall draft and organize 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.
- Under the supervision of the Staff Attorney, complete research and writing necessary for the development of resolutions, agreements, grants, policies, procedures, and protocols.
- Prepare cases for litigation and trials; prepare and maintain notebooks, motions, orders, and/or other related legal case file information.
- Must maintain confidentiality regarding all work-related issues.
- Must be able to communicate clearly (both orally and in writing).
- Must be able to organize, prioritize, and manage a large workload and delegate as necessary.

QUALIFICATIONS:

- Certification or Associate degree in paralegal studies required, a Bachelor's degree is preferred.
- A minimum of two (2) years' experience working in a paralegal role with (a) a tribe, tribal entity, or organization dedicated to tribal interests or (b) a federal or state government agency with oversight or responsibility for tribal issues or (c) a law firm familiar with Indian law.
- Working Knowledge of tribal, state and federal law.
- Possess excellent computer skills including proficiency in the use of Microsoft Office programs including Word, Excel, PowerPoint, Publisher, and Outlook.
- Experience using Westlaw for legal research.
- Must have excellent understanding of legal procedures and terminology.
- Current and valid Oregon driver's license.