

Pueblo of Sandia Paralegal Job Description

Title	Paralegal	Division	Tribal Government
Salary	\$56,687.0400 - \$73,693.1520 annually	Reports To	General Counsel

Position Summary

Under the general supervision of the General Counsel and according to established policies and procedures, the Paralegal performs a variety of duties to assist the work of the General Counsel's office by providing a diverse range of legal services to the Pueblo and its commercial enterprises. The Paralegal maintains positive contact with employees and other legal counsel. This position will be asked to provide litigation and other support; to manage communications with various departments, divisions, and offices; to review, draft and finalize documents; to manage workflow; to organize and file legal paperwork and files, to help attorneys prepare for trials, hearings, and meetings, to handle special projects; and to perform factual and legal research.

Our philosophy is built on the principles of integrity, fairness, collaboration, communication, and recognition for performance excellence. Meeting all performance standards leads to attracting and retaining a qualified workforce, provides opportunities for qualified team members, and contributes towards the ongoing success of the Pueblo of Sandia today and in the future.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended only as illustrations of the various types of duties and responsibilities that may be required. The omission of specific statements of duties does not exclude them from the position if the work or required expertise is similar, related or a logical assignment.

1. Organize and manage documents and various types of legal matters.
2. Assist the attorneys in preparing for meetings, hearings, discovery, court filings, etc.
3. Manage documents and information in complex matters and litigations.
4. Process incoming and outgoing files to other Pueblo departments.
5. Oversee and maintain workflow and delegate duties and projects as necessary to Legal Administrative Assistant.
6. Gather and analyze information in preparation of written reports as requested.
7. Docket events, deadlines, hearings and meetings in a master calendar and individual attorney desktop calendars.
8. Copy, file, and route incoming and outgoing work products, mail, facsimiles.
9. Conduct factual and legal research using WESTLAW, the New Mexico Compilation Commission or other appropriate law libraries, databases, and on-line sources.
10. Organize and maintain documents in paper or electronic filing system(s).
11. Prepare legal documents, including pleadings, contracts, and memorandums for legal review.
12. Provide administrative and clerical support to the attorneys.
13. Perform routine office functions including word processing using desktop computer, filing, photocopying and assembling materials for distribution.
14. Update and maintain a contract management system.
15. Punctual and regular attendance is an essential responsibility for all team members who are expected to report to work based upon the assigned schedule each day in accordance with the Attendance Policy for the Pueblo of Sandia.

Additional Responsibilities

1. Supports a single function and holds a position that does not supervise people but provides guidance to

- lower-level Team Members as needed.
2. May hold current licenses, certifications, specialized education, and possess stipulated technical expertise as required.
 3. Demonstrates advanced knowledge in all aspects of the specialized function.
 4. Performs work as a highly skilled individual contributor and considered a subject matter expert within the peer set, particularly with problem-solving.
 5. Critical thinking and the ability to analyze issues, identify solutions, and implement them effectively.

Key Performance Indicators

This position has Key Performance Indicators (KPI's) identified as a measurement of success. KPI's will be shared with all team members who work in this job title and feedback will be provided regarding the successful completion of the KPI's as part of the performance review process.

Knowledge, Skills, and Abilities

1. Knowledge of the principles and procedures of legal research and relevant terminology.
2. Knowledge of administrative and clerical procedures and systems such as word processing in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint, managing files and records, designing forms, and other office procedures and terminology.
3. Knowledge in external case management systems, such as Odyssey, Case Look Up, Secured Odyssey Public Access (SOPA) and public access to Court Electronic Records (PACER).
4. Ability to organize, prepare and review large quantities of data and legal documents and correspondence with minimal supervision.
5. Excellent written and verbal communication skills with a high degree of attention to detail.
6. Adept at problem-solving.
7. Ability to edit and provide technical review of legal documents and correspondence.
8. Proficient in basic filing system principles and data management.
9. Demonstrated ability to maintain the strictest confidentiality.
10. Attention to detail and commitment to accuracy.
11. Ability to take initiative and manage multiple projects and priorities on tight time frames while demonstrating a strong work ethic.
12. Ability to maintain professionalism in attitude and appearance.

Education and Experience

Required:

1. High School Diploma, GED certification or equivalent.
2. Paralegal Certification from an accredited institution and three years' experience working in a law office or other legal setting under the supervision of a licensed attorney or a bachelor's degree in paralegal studies or criminal justice and one-year experience working in a law office or other legal setting under the supervision of a licensed attorney. Any combination of education from an accredited college or university in a related field and/or direct experience totaling five (5) years may substitute for the required education and experience.
3. Notary Public, or the ability to become one within the first year of employment.

Preferred:

1. Civil litigation experience in a regulatory or judicial forum.
2. Extensive work with electronic discovery and data management.
3. A background in Indian law and/or working for tribal governments.

License/Certifications/Registrations

1. A Notary License required.
2. Must be able to successfully pass a stringent background investigation.
3. Will require a pre-employment and random drug screening.

Physical Requirements/Working Conditions	
The following selected physical activities are required to perform the essential functions of this position	
Physical Requirement	Description
Seeing	The ability to perceive the nature of objects by the eye.
Walking	Job requirements include, in the performance of duties, walking throughout the work area, on various work surfaces throughout internal or external locations.
Sitting	Particularly for sustained periods of time.
Standing	Particularly for sustained periods of time.
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
Working Conditions Required:	<ol style="list-style-type: none"> 1. Work is normally performed in a typical interior/office work environment. 2. Work hours are 8:00 am to 5:00 pm, Monday through Friday (except observed holidays). 3. This position is not eligible for remote work or telecommuting, or alternative work schedules. 4. No or very limited physical effort required. 5. No or very limited exposure to physical risk.

The content of this job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

The job description reflects the assignment of the essential functions of the current position but does not prescribe or restrict tasks that may be assigned. The essential functions are specified but are subject to change at any time for various reasons, including management discretion.

The Pueblo of Sandia reserves the right to make changes to the job description whenever necessary.

Selected candidates must submit to and pass a pre-employment drug and alcohol screening as part of the pre-employment process. Drug and alcohol screening will continue through post-hire testing to be conducted by a third-party random number generator. Selected candidates must submit to and pass a criminal background screening as part of the pre-employment process.

The Pueblo of Sandia is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital status, disability, sexual orientation, or any other characteristic protected by state or federal law.