



St. Croix Legal Department Employee Job Description		
Position Title: Paralegal and/or Office Manager		
Position ID #		
Facility: St. Croix Legal Department		
Job Family:	Comp Grade: Negotiable	Status: Full-Time

Position Summary:

The Paralegal will report directly to the Tribe’s General Counsel, will be employed within the Office of the Tribal Attorney, and will perform the duties of a paralegal for the Tribal Attorneys. This position is reasonably for creating, managing, and maintaining confidential information, files, and computerized records for various ongoing projects, drafting, reviewing, and submitting various legal documents, and managing the scheduling and communication of the Tribal Attorneys.

Job Duties:

- Manage the scheduling and calendaring of both legal and governmental matters for the Office of the Tribal Attorney.
- Answer phone calls and respond to inquiries in a professional and courteous manner.
- Establish and maintain records including hard copy files, computer records, archives, and program and case files for the Office of the Tribal Attorney.
- Assist with drafting tribal legislation, resolutions, administrative rules, and other documents for review by Tribal Attorney.
- Prepare legal documents for review by Tribal Attorney.
- Conduct legal research and draft memoranda for review by Tribal Attorney.
- Review and assist in revision of personnel manuals, policies and procedures to ensure compliance with tribal and applicable federal laws for final review by Tribal Attorney.
- Research and interpret Federal, State, and Tribal laws.
- Initial review of contracts and submission for final review by Tribal Attorney.
- Draft, review, and revise tribal codes, for final review by Tribal Attorney, when applicable.
- Maintain confidentiality and adhere to the Wisconsin Supreme Court Rules for Professional Conduct of Attorneys and Non-Attorney Legal Professionals.
- Assume any other duties assigned by Tribal Attorney.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate supervisor.

Supervisory Responsibilities:

- None

Directly Reporting to:

- General Counsel / Tribal Council

Matrix of INDIRECT Reporting

- St. Croix Department Directors

St. Croix Chippewa Indians of Wisconsin staff will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Scope and Complexity:

Interacts with all levels of management and employees; trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Typical Office Environment.
- Requires extensive sitting with periodic standing and walking.
- Requires significant use of computer, phone, and general office equipment.
- Needs ability to communicate effectively through reading, writing, and speaking in person, the telephone, or in email.
- Travel off-site travel by vehicle or air.

Minimum Qualifications

- Commitment to professional ethics.
- Ability to work independently and exercise initiative.
- General level proficiency in legal research and writing and strong word processing/computer skills.
- Proficiency in MS-Word and other word processing and document preparation programs.
- Excellent interpersonal and organizational skills.
- Skilled in conflict resolution and team building.
- Requires effective presentation, verbal, and written communication skills.
- Must maintain professional, positive, productive relationships with co-workers and tribal community members.

- Valid state driver’s license and able to meet minimum insurance requirements for the use of Tribal vehicles.
- Must be able to pass comprehensive background check and pre-employment alcohol/drug test.

Preferred Qualifications:

- A minimum of 3-5 years of work experience managing an office and dealing with legal and/or the handling of confidential information.
- B.A/B.S. in Paralegal Studies or equivalent program; or, holds a Paralegal Certificate.
- Demonstrated commitment to Indian affairs as shown through significant experience working with Indian tribes or in the area of Indian affairs.
- Knowledge of Tribal Sovereignty, Federal Indian Law, and any amendments and any case law interpreting such acts.
- Knowledge of Federal, state, and Tribal law, the Constitution and By-Laws of St. Croix Chippewa of Wisconsin, ordinances and codes, and all other laws of the St. Croix Chippewa Tribe.
- Knowledge of Ojibwe tribal traditions and customs.
- Willing to work evenings, weekends, or holidays when the need arises.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.