

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2019-86

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Legal Assistant
OPENING DATE:	January 22, 2020
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Pueblo Courts
SALARY RANGE:	NE-9; \$28,829 - \$43,264

Position Summary:

Under the direction of the Presiding Judge performs a variety of office management tasks to support the Pueblo Court. Performs administrative functions in order to gain accurate results through direction, assistance, and coordination of activities. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Manages court files in a centralized location, including electronic databases and paper files.
- Provides historical reference materials by developing and utilizing physical and electronic filing and retrieval systems.
- Attends and records meeting discussions; follows up with required actions.
- Develops drafts of pleadings, letters, charts, graphs, and other reports and legal documents into proper and final format.
- Reviews and records incoming and outgoing correspondence, reports and legal documents; routes as appropriate.
- Drafts and sends letters and documents; assures proper format and grammatical correctness.
- Collects and analyzes information, compiles and/or presents in format requested or in format based on independent judgement; Maintains and/or improves professional and technical knowledge by attending relevant training.
- Organizes client conferences and Judge's meetings; assists with in-court appearances and presentations
- Schedules court reporters, expert witnesses, and other special trial or hearing requirements; coordinates preparation of visual aids.
- Receives telephone calls, responds independently based on nature of contact. Maintains log of incoming legal requests, and assignments; updates priority and status of work and close out dates; provides reports at weekly meeting.
- Maintains the Judge's calendar by planning/monitoring/scheduling appointments.
- Records and monitors court appearance dates, deadlines for pleadings and filing requirements; monitors evidence-gathering. Follows-up on delegated assignments.
- Assists with the preparation of quarterly and annual reports.
- Assist with the preparation of budget modification requests; codes invoices/payment requests to proper accounts; prepares required financial documents, when needed.
- Ensures operation of equipment, utilized by Judges, by completing preventive maintenance requirements and calling for repairs.
- Contributes to a team effort and demonstrates core values defining Workforce Excellence.
- Performs other duties as deemed necessary.

Minimum Qualifications:

Associate's Degree in Business Administration or Criminal Justice or in a directly related field required. Five years of administrative or secretarial experience, including two years of advanced computer experience, required. Associates Degree or Certificate in Paralegal studies preferred. A combination of directly related education and experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust

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responsibilities and attributes of the position which includes job duties. The Legal Assistant is designated as a Moderate Risk Public Trust (MRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government and pueblo customs, traditions, functions and structure of the Pueblo of Laguna.
- Knowledge of fundamentals of office management.
- Knowledge of research and analysis methods.
- Knowledge of the principles and practices of administrative functions including budgeting.
- Knowledge of proper spelling, grammar, and punctuation, and math sufficient to carry out duties.
- Knowledge of legal terminology sufficient to carry out duties.
- Knowledge of resources available for research of laws.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in office machines and computer use, including Word, Excel, Access, Outlook, PowerPoint and software unique to program.
- Ability to create comprehensive reports and correspondence.
- Ability to work with minimal supervision, to handle multiple tasks, and meet deadlines.
- Ability to use judgment, tact, and discretion.
- Ability to apply laws, rules, regulations relative to the work.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to quickly assimilate oral and written data, to analyze facts and draw logical conclusions.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES