



# CALIFORNIA INDIAN LEGAL SERVICES

Escondido · Eureka · Bishop · Sacramento  
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*Dorothy Alther, Executive Director*

## **Intake Advocate/Paralegal Position Available– Sacramento Office**

### **Program Description:**

California Indian Legal Services (CILS) is a statewide, tribally controlled, non-profit corporation that provides legal assistance to Indian tribes, Indian organizations and low income individuals on issues involving federal Indian law. CILS provides a variety of legal services ranging from brief counsel and advice to extended representation, on core issues affecting Native Americans and Indian tribes. CILS is involved in litigation, policy analysis and advocacy, and also provides transactional services to tribes involving economic development and tribal infrastructure.

CILS has four offices throughout California. Our Sacramento office serves 38 counties statewide that include 51 of the 110 federally-recognized tribes in California. This service area also includes numerous unrecognized tribes and one of the largest urban Indian communities in

### **Position Description**

This is a full-time position devoted to increasing and enhancing our legal services. Under direction of the Directing Attorney, the Intake Advocate/Paralegal will work collaboratively with other staff to effectively and efficiently process requests for legal assistance from individuals, tribes, and Indian organizations, and on other special projects. This position involves both administrative office and case management work. The major responsibilities of this position are to conduct intakes with potential clients; to ensure that community members receive helpful, efficient information and assistance through the intake process; and to work with other staff to develop and implement a variety of outreach strategies to increase community members' access to legal services. Substantive work will include:

- conducting preliminary interviews with potential clients;
- gathering information on potential legal issues;
- presenting intakes at case acceptance meetings;
- providing referrals to other sources of assistance;
- performing follow-up investigation and research;
- drafting client documents under supervision of an attorney.

### **Desired Qualifications**

- Demonstrated interest in Native American rights, public interest law, and/or commitment to working with low-income and other disadvantaged clients.
- Highly organized and able to analyze and present ideas clearly and concisely.
- Excellent written and verbal communication skills – ability to talk clearly with callers in crisis.
- Comfortable with variety of computer programs including web-based case management systems.
- Ability to work productively and empathetically with individuals from diverse backgrounds.
- Ability to work independently, as part of a team, and to take initiative.
- Paralegal certificate/law degree from accredited program or equivalent experience required.

### **The following qualifications are desirable but not absolutely required:**

- Prior legal services experience.

**Salary:**

Competitive salary D.O.E. CILS offers full family/partner medical, vision and dental benefits, AD&D, short & long-term disability insurances, life insurance, Section 125 Flexible Spending Accounts, generous leave policies and potential for annual performance incentive.

**To Apply:**

Submit a resume and cover letter to Patricia De La Cruz-Lynas, Director of Administration, California Indian Legal Services, **Re: Intake Advocate/Paralegal Position**, 609 S. Escondido Blvd., Escondido, CA 92025. E-mail [hiring@calindian.org](mailto: hiring@calindian.org). We will accept applications until the position is filled. Incomplete applications will not be reviewed. All applicants will be notified when a final hiring decision is made.

CALIFORNIA INDIAN LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.  
NATIVE AMERICANS, WOMEN, MINORITIES AND THE DISABLED ARE  
ENCOURAGED TO APPLY.