***KICKAPOO TRIBE OF OKLAHOMA***



 **NOTICE OF VACANCY**

**SEEKING QUALIFIED & EXPERIENCED TRIBAL PARALEGAL**

|  |  |
| --- | --- |
| **EMPLOYMENT/POSITION:** Tribal Paralegal | **STATUS:** Full Time  |
| **DEPARTMENT:** Tribal Administration | **DEADLINE:** Until Filled |
| * **Benefits Offered:** Health, Dental, Vision, 401K, & additional options available
* Training & Professional Development provided
 |

**JOB DESCRIPTION:**

The position of the Tribal Paralegal falls under the Attorney General of the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday; 8:00 A.M. to 5:00 P.M., or as needed to serve the tribe. The Tribal Paralegal position will be responsible for assisting the Tribal Attorney General in protecting all Tribal assets, defending the integrity of the Tribe, assisting, and advising all Tribal entities in their pursuit of progress on behalf of Tribal citizens, and managing and providing research and providing legal documents for representation of the Tribe, its Tribal Government, and its Tribal Entities.

|  |
| --- |
| Essential Duties, Functions, and Responsibilities |

The Paralegal shall perform such legal services as delegated by the Attorney General including, but not limited to, the following:

* Assist in defending and enforcing the provisions of the Constitution and all other laws of the Kickapoo Tribe of Oklahoma.
* Summarizing cases and preparing reports for the Attorney General.
* Conducting research, investigating facts and developing legal arguments.
* Cross check and validate information when conduction research.
* Drafting legal documents such as contracts, depositions and pleadings.
* Preparing and filing documents with the Tribal court.
* Organizing and archiving documents related to completed and ongoing cases.
* Keeping track of changes in legal framework and providing timely updates on these changes.
* Will be in charge of coordinating deliveries of subpoenas and other important legal documents for the Attorney General.
* During the hearings, they will call on witnesses to testify.
* Prosecute and help defend all actions and proceedings, civil or criminal, in the Kickapoo Tribe of Oklahoma’s Trial and Supreme Courts.
* To perform all duties and responsibilities of the office in accordance with the highest standards of legal ethics as required of members of the American Bar Association by the ABA Code of Professional Responsibility.
* Appear at the Kickapoo Tribal District Court on all scheduled court days when juvenile and all matters impacting the Tribe, the Tribal Government, and Tribal Entities are to be heard.

Although the paralegal is prohibited from offering legal advice or representing private individual Kickapoo Tribe of Oklahoma members, the paralegal serves and protects the rights of all Kickapoo members by assisting the Attorney General in prosecuting violations of Kickapoo Tribe of Oklahoma law and defending the principals laid out in the Kickapoo Tribe of Oklahoma Constitution. The paralegal is committed to serving our Kickapoo people.

|  |
| --- |
| Minimum Mandatory Qualifications |

**Education and Experience:**

High School Diploma or GED certification

Certification or Associate degree in paralegal studies required, Bachelor’s degree is preferred.

A minimum of two (2) year’s 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.

Investigative mind and strong research skills.

Working knowledge of all legal database software.

Experience in preparing legal reports.

Has never been convicted of a felony, including the pleading of nolo contendere. Must pass state/FBI criminal background check.

Has consistently abstained from alcohol and has abstained from any illegal drug or substance abuse for the seven years proceeding their nomination and during the term of their office.

Excellent communication and time management skills.

Is not a member of the Business Committee or any other Ordinance created Committee, Board, or Commission of the Kickapoo Tribe of Oklahoma.

**Other Skills and Abilities:**

* Experience in local, county, state, federal, or tribal government justice systems.
* Must have excellent understanding of legal procedures and terminology.
* Possess the ability to learn an automated case management system.
* Possess a service-oriented work ethic
* Possess excellent interpersonal, self-starter, organizational and time management skills
* Excellent research, writing and advocacy skills are required.
* Must have the ability to prepare a variety of complex correspondence, as well as the ability to prioritize workflow and address new priorities as they arise.
* Possess a high level of accuracy, attention to detail and strong work ethic.
* Possess the ability to manage priorities and adjust to changing priorities in a professional manner.
* Possess excellent computer skills including proficiency in the use of Microsoft Office programs including Word, Excel, PowerPoint, Publisher, and Outlook
* Possess the ability to monitor and assure appropriate follow-ups are made in all court actions to ensure all deadlines are met.
* Possess the ability to courteously and effectively present information and respond to questions from attorneys, foreign courts and general public
* Must maintain strict confidentiality of court proceedings, records and documents.
* Must remain above the political influences in the community.
* Must maintain impartiality of the court.
* Must accept confidentiality as a strict condition of employment.

**Conditions of Employment:**

• Must possess a valid driver’s license.

• Must be able to demonstrate their US work authorization during the employment verification

 process

• Required to pass a Federal criminal background investigation and drug/alcohol test

If you are interested in the position listed above, please submit resume and application to:

 EMAIL: Valerie.Coffman@okkt.net

 In person: Human Resources Office

 105365 S Highway 102 (Multipurpose Bldg.)

 McLoud, OK 74851

***Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an equal opportunity employer.***