

PARALEGAL/LEGAL ASSISTANT

Nature of Work: The Swinomish Indian Tribal Community seeks a legal assistant or paralegal to join its legal department, the Office of the Tribal Attorney (OTA). The qualified applicant will join an eight attorney - four legal assistant office, reporting to the department director and the Tribal Prosecutor. The Tribal Prosecutor enforces laws through criminal and civil proceedings in the Swinomish Tribal Court and through referrals. The Tribal Prosecutor also handles some civil non-litigation matters on behalf of the OTA.

Preferred Qualifications: Bachelor's degree, paralegal certificate or equivalent experience. Applicant should have excellent written and oral communication skills, be detail-oriented, highly organized, possess the ability to work independently, meet strict deadlines and work in a largely paperless office and a cross-cultural setting. Applicant must be willing to perform data-entry tasks and conform to office data-entry standards. Other tasks include preparing/filing/serving court documents and discovery packets, managing electronic and paper files, filing, scanning, copying, and maintaining calendar/tickler systems. Ideal candidate should have substantial knowledge of or professional experience in the criminal justice system. Candidate must also be able to effectively communicate with victims and witnesses, defense counsel, court and social programs staff. The ideal candidate for this position must also have an aptitude for working with litigation support technology programs and be able to perform legal and factual research, draft legal documents including motions, pleadings, agreements, contracts, resolutions and ordinances, prepare routine correspondence, maintain law library, and assist with trial preparation including witness lists, exhibits and trial binders.

Location: Tribal offices are located in the Swinomish Village on the beautiful Swinomish Indian Reservation at the southeastern end of Fidalgo Island in rural Skagit County, Washington, across the Swinomish Channel from La Conner, WA. The Tribal offices are located 90 minutes north of Seattle, and 90 minutes south of Vancouver, Canada.

Hours: This is a full-time position. Office hours are 8 – 6 Mon – Wed, 8 – 5:30 Thurs.

Salary: Negotiable depending upon experience. Generous leave benefits. Full time compensation includes a medical, dental & vision health plan, 401(k) plan, and other fringe benefits. Native American hiring preference will be in effect during the selection of candidates.

Applicants must pass a background check and a drug test.

Application: Applications will be received until position is filled. The Tribe would like to hire for this position as soon as possible. Please submit the following: Swinomish employment application (available at <http://www.swinomish-nsn.gov> or via email), cover letter expressing the reasons for interest in the position and salary requirements; current resume, writing sample and the names of at least three professional references to:

Wendy Otto
Swinomish Indian Tribal Community
Office of the Tribal Attorney
11404 Moorage Way
LaConner, Washington 98257

E-mail: wotto@swinomish.nsn.us
Tel: (360) 466-1134
Fax: (360) 466-5309