



# Swinomish Indian Tribal Community

Office of the Tribal Attorney  
11404 Moorage Way, La Conner, WA 98257  
P: 360.466.1134 F: 360.466.5309

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

<b>Job title</b>	<i>Legal File Clerk</i>
<b>Reports to</b>	<i>Director, Office of Tribal Attorney</i>

## Nature of Practice

The Office of Tribal Attorney (OTA) represents and advises the Swinomish Indian Tribal Community (Tribe), through its governing body the Swinomish Senate and the Senate Chairperson, as well as the Tribe's departments, boards, commission, committees and numerous enterprises. To accomplish our mission to deliver the highest quality professional legal services to the Tribe and its officials, employees, and entities, OTA practices in a very diverse legal landscape, including governmental and transactional work; civil litigation in Federal, Swinomish and State courts; administrative law; civil enforcement, criminal prosecution and restorative justice; education; employment law; environmental protection; fish, wildlife and natural resources; housing; land acquisition and management; planning, land use and zoning; social and health services; taxation; transportation and public construction; treaty rights; trust responsibility; and water rights. OTA has eight attorneys and four paralegals.

## Minimum Qualifications

Applicant will perform various administrative and clerical tasks, helping to support our office and ensure success.

Qualified applicants must have:

- High School Diploma or equivalent required, relevant degree or certification preferred. Will consider a suitable combination of pertinent education, experience and/or training.
- Excellent written and oral communication skills.
- Abilities to:
  - Be detail-oriented
  - Be highly organized
  - Work independently
  - Maintain strict confidentiality
  - Meet strict deadlines
  - Work in a cross-cultural setting
  - Efficiently and accurately type and enter data
  - Work within MS Office and Adobe Acrobat Professional
  - Act with integrity and professionalism at all times
- Familiarity with basic office procedures and organization.
- Strong working knowledge of office devices such as copiers, printers, scanners, etc.

## Essential Job Functions

### Cultural Competence

- Possess and demonstrate a meaningful commitment to Native communities, social justice and the elimination of disparities between Native and non-Native communities in education, health, well-being and economics

- Enjoy and excel working in a cross-cultural and interdisciplinary work environment
- Understand, appreciate and support cultural practices of the Tribal community
- Effectively and appropriately communicate with the Swinomish Senate, Senate Committees, and individual Tribal members

#### Department Administration

- Scan, organize, maintain, retrieve and replace hard copy and electronic files and records, consistent with OTA and Tribal archive procedures, ensuring they are complete, up to date and are easily accessible, and are available to attorneys and paralegals as needed
- Update hard copy/subscription law library
- Oversee sorting, scanning and distributing of incoming mail
- Preparation of outgoing mail, FedEx
- Delivery of mail/FedEx to Post Office/pick-up locations
- Effectively communicate with Tribal members and non-legal staff
- Manage highly confidential information with professionalism and unquestionable integrity
- Work independently without need for frequent or close guidance or direction

#### Workplace Protocols

- Understand and comply meticulously with Tribal and ethical requirements
- Respect and comply with the Tribe's regular hour schedule and the Tribe's protocol for modification of those hours
- Comply with OTA processes and protocols, such as creating and saving electronic documents and timely and accurately recording time electronically
- Complete assigned tasks by the applicable, specific deadline or, if none, then in a reasonable and appropriate time

#### **Other Duties as Assigned**

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **Physical Work Environment and Requirements**

Tribal Administration Building with standard office furnishings and equipment. Work is generally sedentary, but may require standing and walking for about 15% of the time. Noise level is generally moderate, lighting and temperature are adequate; there are no hazardous or unpleasant conditions caused by noise, dust, etc. Lifting and/or carrying up to ten pounds is required frequently with occasional lifting and/or carrying of up to 25 pounds.

#### **Location**

Tribal offices are located in the Swinomish Village on the beautiful Swinomish Indian Reservation at the southeastern end of Fidalgo Island in Skagit County, Washington, across the Swinomish Channel from La Conner, WA. The Tribal offices are located 60 minutes north of Seattle, and 90 minutes south of Vancouver, Canada.

**Salary**

Negotiable depending upon experience. Compensation includes a medical, dental & vision health plan, 401(k) plan, generous leave and other fringe benefits.

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Native American Hiring Preferences under Swinomish Tribal Code 14-01.120 will be in effect during the selection of candidates. Applicants must pass a background and a drug test.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	

