



# PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

## JOB ANNOUNCEMENT

	<b>Legal Administrative</b>		
POSITION TITLE:	<u>File Clerk</u>	OPENING DATE:	<u>November 6, 2024</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Off. of General Counsel</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>General Counsel</u>

HIRING PREFERENCE POSITION CATEGORY:	A
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### SUMMARY:

The Legal Administrative File Clerk provides clerical and administrative support to the legal department. In this role, the Legal Administrative File Clerk is responsible for filing, scanning, copying and faxing of documents and files. This role provides administrative and general clerical duties as assigned by department staff, Attorneys and the General Counsel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for filing all correspondence generated by the legal department.
- Scan or read incoming materials to determine how and where they should be classified or filed.
- Assist in development and maintenance of electronic document management system.
- Sort or classify information according to guidelines, such as content, purpose, user criteria, name, number, or chronological, alphabetical, or numerical order.
- Input data into computer systems to support department with document and information retrieval both in electronic and physical format.
- Access, compile, gather and issue requested records information. Perform sorting, verification and data gathering projects as requested by attorneys, staff or administration.
- Maintain and update confidential legal files.
- Handle all incoming calls into the Legal Department and distribute such calls accordingly.
- Greet and assist tribal members and other visitors to the legal offices.
- Provide support for Attorneys and Legal Assistants as directed.
- Exercise discretion and professionalism when relating to sensitive internal and external matters.
- Answer phones, type correspondence, and pick up supplies as needed for events, projects or activities.
- Work effectively in fast paced, multiple-team environment.
- Conduct internet research when requested.
- Must be flexible to work overtime as needed.

### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Must have 2-3 years of related experience in an office environment **required**.
- Experience working in a legal environment **required**.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Computer proficiency with Microsoft Office with focus on Word, Excel and Outlook **required**.
- Experience working with legal software programs, preferably Novatus and iManage preferred, or be able to learn those filing systems with training.
- Experience creating/maintaining file records and database system **required**.
- Must be able to work independently with minimum direction and in a team environment.
- Working knowledge of the internet and searching techniques.
- Must be able to maintain strict office confidentiality and be willing to sign a confidentiality agreement.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

#### **BENEFITS:**

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

**COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:**

PECHANGA GOVERNMENT CENTER  
12705 PECHANGA ROAD TEMECULA, CA 92592

[WWW.PECHANGA-NSN.GOV](http://WWW.PECHANGA-NSN.GOV)

**Send application and resume to:**

Email: [HR@PECHANGA-NSN.GOV](mailto:HR@PECHANGA-NSN.GOV)

Fax: 951-587-2209

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