



# PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

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

## JOB ANNOUNCEMENT

POSITION TITLE:	<u>Legal Assistant I</u>	OPENING DATE:	<u>November 1, 2023</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Exempt</u>	DEPARTMENT:	<u>Off. of General Counsel</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Legal Asst II/Supp Mgr.</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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### SUMMARY:

Performs confidential and complex administrative work, assists in the preparation of legal documentation, prepares correspondence and provides assistance to the Deputy General Counsel and Associates General Counsel. Works with minimum instruction or supervision, provides overall supervision of the filing of documents, scanning of documents and ordering of all supplies for the Legal Department. The Legal Assistant I will work in a busy team environment meeting top priorities and deadlines.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform support to Deputy General Counsel and Associates General Counsel in a legal setting.
- Prepare correspondence, draft legal documentation and legal papers.
- Prepare confidential and sensitive documents.
- Conduct legal research and/or analysis when needed.
- Schedule meetings and arrange conference or meetings rooms.
- Prioritize and determine matters of top priority and handle accordingly.
- Exercise discretion and professionalism when relating to sensitive internal and external matters and willing to sign a confidentiality agreement.
- Must have knowledge of legal documents including pleadings, contracts and associated ancillary documents.
- Assists in the communication of directives, instructions and assignments to attorneys and department staff.
- Work effectively in fast paced, multiple-team environment.
- Assist in the maintenance of electronic and hard copy document management systems.
- Maintain and update confidential legal files.
- Required to carry office issued phone and respond to POGC needs after hours when necessary and reasonable.
- Special projects and other job-related duties as assigned.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

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.

## QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Candidate **must** have a minimum of 3 years of related experience in an office environment.
- Candidate **must** have completed or currently be enrolled in an ABA approved Paralegal Certificate Program.
- Experience in Cultural matters, ICWA matters, Guardianships, Garnishments, Torts and knowledge of all aspects of Indian law preferred.
- Proficiency with Microsoft Office with focus on Word, Excel, Outlook **required**.
- Legal Files & legal software suites preferred
- Experience in creating/maintaining file records and database system preferred.
- Excellent written and verbal communication skills.
- Must be able to work independently with minimum direction.
- Able to manage multiple projects and properly prioritize workload.
- Perform a variety of miscellaneous job-related duties such as answering phones, photocopying, scanning, typing correspondence, and providing customer service.
- 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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