



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Legal Assistant I
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Pechanga Office of the General Counsel
SUPERVISOR: Legal Assistant II / Support Manager
POSITION CATEGORY: B
RATE OF PAY: DOE

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 works 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.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

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.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain strict office confidentiality.
- Good interpersonal skills, tact, patience, flexibility, and ability to deal with change and maintain a professional demeanor at all times.
- Ability to deal courteously and effectively with the public.
- Outgoing personality and excellent customer service skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

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While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is occasionally exposed to chemicals such as copy machine toner. The noise level in the work environment is usually quiet while in the office, or moderately noisy during events and/or meetings.

Employee's acknowledgement: Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee's Manager	Date	Print name of employee's manager

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