



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.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Nichole Sutter

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Legal Administrative File Clerk
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Pechanga Office of the General Counsel
SUPERVISOR: Legal Assistant II / Support Manager
POSITION CATEGORY: A
RATE OF PAY: DOE

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.
- 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.

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.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Must have 2-3 years of related experience in an office environment required.
- Experience working in a legal environment required.
- 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.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Must have excellent organizational skills.
- Must be able to manage multiple projects and properly prioritize workload.
- Must have good interpersonal skills, tact, patience, flexibility, and the ability to deal with change and maintain a professional demeanor at all times.
- Must possess good verbal and written communication skills.
- Must have the ability to follow written and oral work instruction and be able to work independently with a minimum of direction
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of computer software applications, most notably MS Word, Excel and Legal Files
- Ability to effectively communicate orally and speak with others and convey information effectively.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to understand written sentences and paragraphs in work related documents.
- Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures).
- Ability to listen to and understand information and ideas presented through spoken and written words and sentences.

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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, talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is often required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds, handle and manage documents and files, open filing cabinets, bend, stoop or stand often and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and 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.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, General Membership meetings and when outdoors.

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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