



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:	Legal Assistant II / Support Manager	OPENING DATE:	August 10, 2022
CLASSIFICATION:	Full-Time	FILING DEADLINE:	Until Filled
STATUS:	Exempt	DEPARTMENT:	Offc. Of General Counsel
RATE OF PAY:	DOE	SUPERVISOR:	General Counsel

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

Performs complex administrative work and provides assistance to the General Counsel and all Attorneys of the Pechanga Office of the General Counsel with minimum instruction or supervision. Performs a variety of legal assistant duties such as scheduling hearings, preparing legal documents, correspondence, maintain and manage files for attorneys. Supervise office employees and perform office administrative management duties for the General Counsel. Assist in the preparation of grant applications and management of quarterly filings for grants related to the Child & Family Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Exercise discretion and professionalism when relating to sensitive internal and external matters and willing to sign a confidentiality agreement.
- Provide support for the General Counsel, Deputy General Counsel, Associate General Counsel, and Tribal Council.
- Utilize Word, Excel, Legal files and other legal software suites to prepare legal documents including pleadings, contracts and associated ancillary documents.
- Assist General Counsel with establishing department rules, procedures, and standards for the Pechanga Office of the General Counsel.
- Work with General Counsel to resolve employee performance issues in accordance with PTG policy.
- Assist General Counsel in meeting department objectives and goals.
- Work effectively in fast paced, multiple-team environment.
- Assist in development and maintenance of electronic document management system.
- Provide excellent customer service assisting tribal members as needed.
- Perform notary services.
- Supervise other legal department employees and delegate workflow to staff.
- Assist the General Counsel, Deputy General Counsel and Associate General Counsel with any aspect of case/project management.
- Knowledge of state and federal court local rules.
- Proficient in preparing documents for e-filing/filing with the state and federal courts.
- Perform legal research as needed.
- Assist with any and all office management duties, workflow projections and general attorney organization.
- Assist in the grant application process, management and supporting documentation, budget preparation and quarterly report filings.

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 5-8 years of legal support experience in an office environment.
- Paralegal certification from ABA approved institution **required**.
- Bachelor's degree preferred.
- California Notary Commission preferred.
- Indian Law experience preferred.
- Minimum 2 years supervisory experience.
- Excellent computer skills, with proficiency in Microsoft Office, (Word, Excel, Outlook, PowerPoint), Legal Files, Lexis, Westlaw, and legal databases preferred.
- Experience with PACER, and federal and state court filing systems, including the CM/ECF system.
- Experience performing basic legal research.
- Must be detail oriented with strong organizational management skills, able to work well under deadlines and perform multiple tasks effectively and concurrently.
- Ability to prioritize workload effectively, and work independently.
- Strong interpersonal, verbal and written communication skills.
- Self-directed, motivated with ability to take initiative.
- Must have the ability to work in a team environment, balance team and individual responsibilities, and have the ability to contribute to building a positive team spirit.
- Flexibility to work overtime when necessary
- Good judgment with the ability to make timely and sound decisions.
- 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

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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