



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

#### 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.
- Organize case files and maintain documents.
- 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.
- Coordinates attorney appointment and due dates calendars, ensuring that all dates are met.

**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.

- Performs general clerical duties including but not limited to filing, photocopying, faxing and mailing as needed.
- 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.
- 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.

#### **QUALIFICATIONS, EDUCATION & 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.
- 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.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, database management, designing forms and other office procedures and terminology.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Knowledge and skills in the grant application process, management and documentation preparation.
- Ability to communicate verbally and in writing with others to convey information effectively.

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- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to establish good interpersonal relationships and to interact with all levels with the organization.
- Strong organizational, problem-solving and analytical skills; able to manage priorities and workflow.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.

**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 sit, and 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 occasionally 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 25 pounds 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.

This is largely a sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

**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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Hiring preference: The Pechanga Tribal Government is an equal opportunity employer. However, as permitted by applicable law, the Pechanga Tribal Government will at all times and for all positions give hiring, transfer, and promotion preference to qualified applicants in the following order: 1) Pechanga Band of Luiseno Mission Indians Members; 2) Pechanga Band of Luiseno Mission Indians Spouses; 3) Other American Indians; and 4) all others. At-Will Employment: Employment with the Pechanga Tribal Government is at will and for no definite period. The employment relationship may be terminated at any time by the employee or the Tribal Government for any or no reason and with or without prior notice. 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 a background investigation.