



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 075-22

OPENING DATE: 05/03/2022

CLOSING DATE: 05/27/2022

POSTED: IN/OUT

POSITION: Paralegal
PAY GRADE: NE8 (\$21.26/hr. - \$28.70/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Legal Department
REPORTS TO: General Counsel
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Supports General Counsel Office with tasks, including conducting legal research, drafting, reviewing, and managing of legal documents. Responsible for communicating with clients, preparing for hearings, trials, and meetings, and organizing and maintaining files. Performs specialized administrative services, including but not limited to case management and budget oversight.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Assists attorney(s) with the preparation of legal documents including, but not limited to, briefs, pleadings, appeals, affidavits, witness statements and discovery notices.
- Prepares correspondence, reports, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction, as requested.
- Performs legal research on legislation, case law, judicial decisions, legal opinions and rulings, ordinances, public records, and other legally relevant documents.
- Collects and analyzes data needed for legal and administrative matters.
- Drafts and prepares legal documents including briefs, pleadings, appeals, motions, summaries, and contracts, for review, approval and use by attorney.

- Attends meetings and takes notes and minutes as requested, documenting action items and decisions.
- Maintains the confidentiality of records, conversations, and tribal issues.
- Conducts fact finding interviews with clientele as directed.
- Prepares and gathers discovery that is requested by opposing counsel.
- Schedules pre-trial interviews with opposing counsel, victims and witnesses.
- Files court documents and attends court or administrative hearings as assigned.
- Collects, analyzes, organizes and maintains case management data and related information.
- Archives case files and related documents in accordance with correct legal practice and procedure and prepares for digital archiving, data base entry and filing.
- Greets clients and visitors; determines nature of business and screens incoming calls and correspondence. Exercises judgement and responds accordingly.
- Prepares purchase and payment requisitions and other pertinent paperwork for processing payments; maintains financial records.
- Coordinates and organizes special services or projects through the legal department.
- Responds to inquiries and requests for information from the general public, casino or tribal staff.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate's Degree in Paralegal Studies.
- Two or more years of direct experience as a paralegal in a law firm or court setting.
- Completion of a paralegal program approved by the New Mexico or American Bar Association (ABA) preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment, including legal case management filing system.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Skill in organization and attention to detail.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to demonstrate moral character, honesty, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to represent the organization in a professional manner, with the intent of building respect and confidence.
- Ability to maintain confidentiality and exercise discretion.
- Ability to understand legal language and principles, research methods, court pleadings and processes, and other related matters.
- Ability to analyze and problem solve.
- Ability to work under tight timelines and stress, maintaining composure.

- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively, both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Ability work independently with minimal supervision.

PHYSICAL DEMANDS:

- Must be able to sit and stand for long periods of time. Must be able to listen and talk on the phone for long periods of time.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office or courtroom environment.
- Travel within the local communities and in or out of state as required.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.