



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 154003-26**

**OPENING DATE: 06/29/2026**

**CLOSING DATE: 09/27/2026 or OUF**

**POSTED: IN/OUT**

**POSITION:** Paralegal  
**PAY GRADE:** NE8 (\$28.33/hr. - \$44.13/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Prosecutor  
**REPORTS TO:** Tribal Prosecutor  
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Supports the Tribal Prosecutor by conducting legal research, preparing and managing legal documents and performing specialized administrative services, including but not limited to case management and budget oversight in accordance with established guidelines, policies and procedures.

*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.
- 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 memos, briefs, pleadings, appeals, motions, summaries, and contracts, for review, approval and use by attorney.
- Responds to inquiries and requests for information from the general public, casino or tribal staff.
- File 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.
- Maintains the confidentiality of records, conversations, and tribal issues.
- Conducts fact finding interviews with clientele as directed.
- Makes travel or lodging arrangements, prepare purchase requisitions, and check requests as needed.
- Prepares and gathers discovery that is requested by opposing counsel.
- Schedules pre-trial interviews with opposing counsel, victims and witnesses.
- 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 the tribal criminal process, law and order code, and rules of criminal procedure.
- Knowledge of records management and basic accounting procedures.
- Knowledge of the Isleta Pueblo language, history and culture.
- Knowledge of discovery rules, deadlines, and practices.
- Skills in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skills in completing background checks and researching criminal history.
- Skills in office management and organization.
- Skills in working with victims who have experienced trauma.
- Skills in managing cases electronically and tracking data, including cases opened, closed, and pending.
- Ability to conduct basic research utilizing legal software programs and related websites.
- Ability to communicate effectively verbally and in writing.
- Ability to make independent decisions based on application of knowledge and experience in providing paralegal support.
- 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.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

- Ability to work independently with minimal supervision.
- Ability to present cases to the Tribal Court for the Prosecution, when necessary.
- Ability to demonstrate excellence in everything, and continue to seek improvement in results.

**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.