

EMPLOYMENT OPPORTUNITY

RINCON BAND OF LUISEÑO INDIANS



Title: Legal Executive Administrative Assistant

Open Date: 01/27/12

Requisition Number: 001-2012

Department: Legal
Salary: Commensurate with experience
Reports to: Attorney General
Location: Valley Center, CA

OPPORTUNITY: This position must be able to address legal and political information that is highly confidential and critical in nature to the Rincon Band of Luiseno Indians of the Rincon Reservation, Valley Center, California (the "Band"), its' economic development entities and citizens. The individual must be able to interact comfortably and skillfully with elected officials and senior level executives of the Band, as well as clients, business partners, customers, vendors, city, county, state and federal government officials. Work in close conjunction with the Attorney General to implement and execute the Band's legal and policy priorities to advance the tribal sovereignty and the right to self-government. The individual will be expected to work independently, prioritize and resolve time sensitive issues with a high degree of precision. This requires strong organizational, written and verbal communication skills. In addition, computer-based legal research of documents, federal, state and tribal statutes, court and administrative decisions, and legal articles will be necessary. Preparation and review of correspondence, property documents, contracts, resolutions, agendas, reports and other documents will also be necessary as will the organization and maintenance of documents in paper or electronic filing system.

The individual will be expected to apply common sense, exercise attention to detail and have excellent judgment and problem solving skills. The individual must be a team player with excellent multi-tasking skills, time management, and be able to accommodate a flexible work schedule based on the needs of the Attorney General to timely accomplish the legal and policy priorities of the Band. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Band. In addition, this individual must strive to attain a working knowledge of applicable Rincon laws, policies, regulations and procedures.

JOB QUALIFICATIONS: EDUCATION/EXPERIENCE AND/OR TRAINING: High school diploma or GED. Two (2) years of college (Associates Degree or equivalent Law, Business Law or equivalent degree preferred) or at least two (2) to five (5) years experience in a Legal Executive Assistant level position. WORK-RELATED KNOWLEDGE: Working knowledge of various laws, legal codes, court procedures, precedents, government regulations (State and Federal), executive orders, as well as knowledge of Tribal laws and ordinances and applicable rules. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Knowledge of administrative and clerical procedures, managing files and records, stenography and transcription, designing forms and other office procedures and terminology. Knowledge of principles and processes for providing customer and personal services. This includes meeting quality standards for legal services.

LICENSES OR CERTIFICATIONS: Valid driver's license.

JOB RESPONSIBILITIES:

1. Prepare correspondence, memoranda, contracts, pleadings, affidavits, deeds or other documents that are customary to a general law practice that is specialized in the field of federal Indian law, including, but not limited to, the establishment and on-going organization and maintenance of documents in paper or electronic filing systems.
2. Prepare for, schedule and attend meetings, take notes and arrange calls, take and return calls, review and answer emails, make and cancel travel arrangements, prepare draft reports, reconcile office budget for reporting purposes, review attorney invoices, follow-up and coordinate with attorneys and Band staff as necessary.
3. Review contracts, deeds, title reports and environmental evaluations/permitting requirements and draft action items, notes and reports on the same to the Attorney General.

4. Weekly printing of articles and cases in the field of federal Indian law, file and organize cases by subject matter electronically and hardcopy as instructed.
5. File pleadings with various court clerks, attend hearings, administrative proceedings and trials, some out of office travel may be required.
6. Build a documents library of various commercial and governmental agreements and documents as directed.
7. Conduct Westlaw and Lexis research and sheppardize cases, statutes and regulations and research Interior Board of Indian Appeals ("IBIA") proceedings.
8. Investigate facts and law of cases and search pertinent sources, such as public records, lien searches, and other due diligence as necessary.
9. Keep and monitor legal volumes to ensure that law library is up-to-date.

CLOSING DATE: Open until filled

HOW TO APPLY: Submit a resume to the Human Resources Department, 33750 Valley Center Road, P.O. Box 68, Valley Center, California 92082, or e-mail to jobs@rincontriibe.org Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation, drug and alcohol screening is required as a condition of employment. Rincon Band of Luiseno Indians is an equal opportunity employer.