



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road
Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

January 6, 2020

#1-20

Department: Office of Attorney General

Position: Paralegal (Non-Exempt)

Reports To: Attorney General

Salary: \$15.00

Job Summary:

The paralegal is supervised by the Attorney General, but receives additional supervision from individual attorneys assigned to oversee and manage specific projects. The paralegal displays the ability to work effectively with other departments, outside consultants and attorneys to ensure that projects are completed in a timely manner. The paralegal accepts and discharges responsibility, and performs the legal work of the Tribes with fidelity and discretion.

Duties & Functions:

1. Drafts, memos, letters and resolutions for attorneys.
2. Assists attorneys in litigation, drafts and proofreads pleadings, motions, affidavits, orders and arranges for process of service as required by law.
3. Calendars all court dates to ensure timely response time.
4. Provides support work for attorneys that includes researching various legal and policy issues and gathering relevant information from various sources.
5. Has direct responsibility for processing and payment of consultant/attorney accounts payable through Tribal Council channels and payment of monthly office bills through Accounting.
6. Prepares personnel forms for Attorney General's signature, collects and submits time cards, follows up with Accounting to solve any problems with paychecks or leave time accrual.
7. Is responsible for setting up and maintaining in-house law library and prepares materials and maintains file index for offsite storage.
8. Assists with all audits by gathering and organizing required information from other departments.
9. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.



10. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Must be familiar with Internet, PACER, Westlaw and other programs used in the legal work of the office.
2. Ability to handle legal problems logically and to effectively communicate findings and opinions both orally and in writing to the supervising attorney.
3. Possesses and understanding of legal terminology and good research and investigative skills.
4. Has a working familiarity with the operation and applications of computers in legal research and litigation support.
5. Has a working familiarity with the various CRIT departments and their personnel and serves as a resource person for “how to” questions from inside and outside the office.

Education & Experience Requirements:

1. College degree (BA/BS) preferred
2. High School Diploma or G.E.D.
3. Substantial work experience and/or paralegal certification may be substituted for college requirement.
4. Must possess research and writing experience.
5. Must possess a current valid driver’s license throughout employment.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check,



a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://critonline.com>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

