



Ho-Chunk Nation

Job Description



TITLE: Paralegal I		JOB CODE: PAR1
Government		EEO: 5
Non-Exempt	No Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Paralegal I assists the Tribal Attorneys and Attorney General with their matters. Paralegal I will assist with scheduling meetings/hearings; file management for the Tribal Attorneys and Attorney General; drafting and preparing court pleadings; and other duties as assigned.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Perform general paralegal duties of legal analysis, research (electronic/text), interpretation and memorandum writing of relevant case, federal, state, Tribal laws pertinent to all matters relating to the Ho-Chunk Nation and its administration on a weekly basis.
2. Perform paralegal duties of litigation support inclusive of: drafting pleadings, all facets of discovery, and exhibit preparation; and administrative legal matters support on a daily basis.
3. Create legal forms and draft correspondence/memos related to matters of legal import for other Executive Branch offices, Office of the President and any other programs or departments represented by the Department of Justice on a daily basis.
4. Assist the Attorney General in coordinating legal activities within the Justice Department on a monthly basis.
5. Assist assigned Attorneys with all Paralegal duties including; drafting pleadings, all facets of discovery, and exhibit preparation; and administrative legal matters support, and scheduling for cases and meetings on a daily basis.
6. Paralegal I assists with handling administrative tasks such as preparing and processing mail, answering and making telephone calls, drafting and processing correspondences, and scheduling meetings/hearings for the assigned Tribal Attorney on a daily basis.
7. Perform general paralegal duties daily of legal analysis, research (electronic/text), interpretation and memorandum writing of relevant case, federal, state, Tribal laws pertinent to all matters relating to the Ho-Chunk Nation and its administration.
8. Perform daily paralegal duties of litigation support inclusive of: drafting pleadings, all facets of discovery, and exhibit preparation; and administrative legal matters support.
9. Create legal forms and draft correspondence/memos related to matters of legal import for other Executive Branch offices, Office of the President and any other programs or departments represented by the Department of Justice on a weekly basis.
10. Perform other duties as assigned by the Attorney General or assigned Attorney as required.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	Manage Cases



Financial Accountability	None
Customer Accountability	Interacts with officials and executives, interacts with outside counsel, interacts with clients
Freedom to Act	Operates with significant independence, subject to general input from supervisor, subject to regular review from supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Minimum of Associate Degree from an American Bar Association certified paralegal/legal assistant program or ability to obtain degree within three (3) years of employment.

ESSENTIAL:

1. This job description requires compliance with the Indian Protection and Family Violence Prevention Act, 25 U.S.C. Part 320 (c). Employee shall be subject to a background investigation as a condition of employment.
2. Valid driver's license and appropriate auto insurance required.

EXPERIENCE:

1. Two (2) years working experience as a Paralegal preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Familiarity with and knowledge of Tribal government structure, Tribal Court, business and enterprises; state and federal court systems and relevant law.
2. Ability to carry out assigned duties with little supervision; simultaneously handle multiple tasks.
3. Must possess good writing, oral and analytical skills and capable of keyboarding work product.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Work in an office setting.
2. Minimal travel required.