

## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 • [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



Quil Ceda Village  
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**JOB TITLE:** Paralegal

**DEPARTMENT:** QCV Administration

**JOB DESCRIPTION:** Provides support to Quil Ceda Village attorneys. Under the direction of an attorney, the paralegal will resolve routine legal issues, complete substantive legal work that requires knowledge of legal concepts, practices, and procedures within a particular field. Researches and analyzes law sources as requested and performs clerical duties as needed.

**TO APPLY:** Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Non-Exempt

**EMPLOYEE REPORTS TO:** QCV General Manager

**EMPLOYEE SUPERVISES:** None

**EDUCATION:**

- Associates Degree in Paralegal studies or a Certificate in Paralegal studies is required.

**SKILLS:**

- Must type 35-words per minutes (test required)

**EXPERIENCE:**

- Five (5) years or more as a practicing paralegal

**OTHER REQUIREMENTS:**

- Must have a Washington State Driver's License
- No Suspension, Last Chance Agreement (LCA), Dismissal or Demotion within 6 months

**PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:**

- Must be able to operate a personal computer and have knowledge and training in computer software.
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- Must be able to prepare and review legal documents and correspondence with minimal supervision
- Must be proficient in basic filing system principles and data management.
- Must maintain all office records in strictest confidentiality according to Washington State Bar standards.
- Must have a basic understanding of the Native American Community.
- Must have the tolerance and patience to deal with upset, angry, and/or frustrated persons.
- Must be willing to attend progressive related training as deemed necessary.
- Must be willing to take the Spokeperson's exam within 6 months of hire date and then assist with court appearances.
- Must apply for and receive a notary public within 6 months of hire date.
- Must be able to become familiar with Tulalip Tribe codes.
- Must have a personal vehicle to drive to multiple locations on an occasional basis.
- Must have strong research and investigative skills to conduct legal research.
- Stamina to stand or sit for up to 8 hours
- Stamina to walk, stand, or sit for long periods of time
- Strength to lift objects weighing up to 50lbs as needed
- Mobility to bend or stoop
- Tolerance to be exposed to computer screens for long periods of time

#### SPECIFIC JOB PERFORMED:

- Assists attorneys in preparing for trials, hearings, discovery, court filings, etc.
- Must be capable of researching the facts of a case and identifying the appropriate codes, laws, judicial decisions, that are relevant to the case.
- Gather and analyze information and must be able to prepare a written report as requested/needed.
- Conduct factual and legal researching using WESTLAW, LEXIS, other appropriate law and/or libraries, databases, and on-line facilities.
- Keeps schedules for Reservation Attorneys for all court cases and filing/serving requirements for each case.
- Performs clerical duties.
- Works with clients as needed/requested.
- Must have excellent written and oral communication skills.
- Able to edit and provide technical review of legal documents and correspondence.
- Must assist with in-court appearances and presentation as delegated by Attorneys, Legal Manger or designee.
- Drafting legal documents such as drafting correspondence and pleadings.
- As necessary, deliver and/or serve documents to multiple locations.
- Must complete special projects in a timely manner.
- Perform other duties as deemed necessary.

#### TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be

eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.