

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-233 **Issue Date:** 09-05-19 **Closing Date:** 09-18-19

Legal Assistant/Data Entry
Office of the Prosecutor
Department of Justice Services
Hourly Wage: \$14.56/Regular/Full-Time

Performs confidential legal support services and contributes data to a unique digital case management system. The employee will maintain criminal case files, manage record keeping, and ensure security of all confidential information. Employee is expected to work independently maintaining ethical standards mandated by Tribal law, regulation and policy. Employee will also be responsible upon appointment for reading and understanding the Washington State Rules of Professional Conduct to ensure their actions are consistent with the responsibilities of a prosecutor office. Assignments are reviewed periodically by the supervisor for completeness, accuracy, and compliance with applicable guideline policies and law.

Knowledge, Skills and Abilities:

- Knowledge and experience implementing modern secretarial and general office principles, practices, and techniques.
- Knowledge of the Yakama Nation legal system and court procedure.
- Ability to maintain strict confidentiality of client and program information.
- Ability to objectively secure and process information as required by the position.
- Ability to accurately and efficiently complete repetitive data information management.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and exercise own initiative and judgement.
- Ability to organize, prioritize, and coordinate work assignments.
- Ability to work under stress and maintain deadlines.
- Ability to understand and execute oral and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to learn legal terminology and document formats, Yakama Nation Court procedures and policies, Yakama laws and regulations, and ethical rules for law offices.
- Ability to use a computer and various contemporary software programs.
- Ability to maintain Tribal and Office policy for social media participation.

Minimum Requirements:

- High school diploma and satisfactory completion of a legal support course including training on using contemporary software programs, Information Technology.
- Three years of experience in a law office, court, law enforcement, or in digital data management.
- Required to pass pre-employment drug test.
- Must not have a felony record or offenses in State or Federal jurisdictions.
- Must not have any criminal misdemeanor convictions within the State of Tribal Courts within the past five years or have any pending charges before any of these courts.
- Must not have no past, current, or pending dependency action in the State of Tribal Courts.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- Associates Degree in in legal support, business, or IT.