

LEGAL ASSISTANT

Nature of Work: The Swinomish Indian Tribal Community seeks a legal assistant to join its legal department, the Office of the Tribal Attorney (OTA). The qualified applicant will join a nine attorney - four paralegal office, reporting to the department director.

Preferred Qualifications: Bachelor's degree, or suitable combination of pertinent education and/or experience. Applicants should have excellent written and oral communication skills, be detail-oriented, highly organized, possess the ability to work independently, meet strict deadlines and work in a largely paperless office and a cross-cultural setting. This position supports the administration of the Office of Tribal Attorney and provides direct support to the OTA paralegals and attorneys as needed. Responsibilities of the position include managing electronic and paper files, filing, scanning, copying, as well as data entry conforming to office standards, and assisting with tracking requests for legal services and preparation for bi-monthly Senate meetings. The ideal candidate for this position shall have outstanding telephone, email and other interpersonal skills, an aptitude for working with document management systems, be or able to become familiar with laws, legal procedures and protocols and the court system, satisfactory knowledge of daily operations for a legal office, and possess a meaningful commitment to Native communities, social justice and the elimination of disparities between Native and non-Native communities in education, health, well-being and economics.

Location: Tribal offices are located in the Swinomish Village on the beautiful Swinomish Indian Reservation at the southeastern end of Fidalgo Island in rural Skagit County, Washington, across the Swinomish Channel from La Conner, WA. The Tribal offices are located 90 minutes north of Seattle, and 90 minutes south of Vancouver, Canada.

Hours: This is a full-time position. Office hours are 8 – 6 Mon – Wed, 8 – 5:30 Thurs.

Salary: Negotiable depending upon experience. Generous leave benefits. Full time compensation includes a medical, dental & vision health plan, 401(k) plan, and other fringe benefits. Native American hiring preference will be in effect during the selection of candidates.

Applicants must pass a background check and a drug test.

Application: Applications will be received until position is filled. The Tribe would like to hire for this position as soon as possible. Please submit the following: Swinomish employment application (available at <http://www.swinomish-nsn.gov> or via email), cover letter expressing the reasons for interest in the position and salary requirements; current resume, writing sample and the names of at least three professional references to:

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