

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

TRIBAL PARALEGAL

Team: Administration
Reports To: Human Resources Director
FLSA Status: Contracted

Starting Salary DOE: \$64,064 to \$80,288
Schedule: Regular, Full Time
Last Revised: May 2024

POSITION SUMMARY

The Paralegal will provide professional legal support to the NVE Administration. This position is expected to assist in creating and maintaining the Tribe's general and department-specific policies, contract files, legislative drafting, correspondence, and litigation files.

ESSENTIAL DUTIES

1. Assist in preparing documents such as ordinances, policies, and resolutions.
2. Draft legislation and policies for Tribal departments as directed.
3. Review and maintain subject matter files.
4. Conducts legal research and drafting as requested.
5. Prepare synopses, abstracts, or summaries of complex documents for use by the Executive Director.
6. Proofread correspondence, memoranda, and other legal documents as required.
7. Successfully complete special projects and other assignments as requested.
8. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements below represent the required knowledge, skills, and/or ability.

POSITION REQUIREMENTS

- Must pass a comprehensive background check.
- Must be organized and maintain a high level of accuracy.
- Must have the ability to prioritize.
- Demonstrate ability to complete objectives independently.
- Strong oral and written communication skills required.

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COMPUTER SKILLS

- High-level proficiency in MS Office suite, MS Groups, Adobe Pro, and Excel.
- Ability to effectively type at least 50 words per minute.
- Proficiency in internet research.
- Proficiency in operating computers, fax machines, scanners, and photocopiers.

EDUCATION AND EXPERIENCE

Education: An A.A. degree in Paralegal Studies or a related field is required; a bachelor's degree in paralegal studies or a related field is preferred. A paralegal certificate is required.

Experience: Demonstrated ability and experience in managing complex records/files, including litigation files and/or government records. At least 1 year of working experience working with a Tribal Government, but two years is preferred.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the essential functions of this position, employees will be required to:

- Regularly sit for long periods of time to complete work.
- Typically move, bend, and crouch during work hours to complete assigned tasks.
- Regularly write, operate a keyboard, use computers, office machines, or otherwise create, communicate, and store electronic and paper data and correspondence.
- Regularly use vision, including close, peripheral, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Most of the work will be completed indoors with office equipment such as copiers, computers, and facsimile machines.

Other Requirements: Background check, drug policy

Reasonable Accommodations Statement

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To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Native Village of Eyak has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Native Village of Eyak reserves the right to change this job description and/or assign tasks for the employee to perform as the Native Village of Eyak may deem appropriate. Your signature below signifies that you understand this job description's duties, expectations, and contents.

This position is preferred for NVE Tribal members. The successful candidate must follow the NVE Tribe's drug policies.

Employee Signature:

Date:

Manager Signature:

Date: