

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Office Manager/Legal Secretary
Department: Office of Legal Counsel
Reports To: Tribal Administration
Status: Exempt
Prepared By: J Fiander
Prepared Date: 07/2018
Job Open 8/1/18 to 8/15/18 then until filled.

Summary: Performs all aspects of office administration for Office of Legal Counsel and provides secretarial support to Office of Legal Counsel. Performs a variety of functions in carrying out the department's administrative activities.

Essential Duties and Responsibilities

- Maintains legal files.
- Updates records systems, stored records, and electronic records.
- Proper formatting of legal documents including pleadings, service of process, and electronic filings.
- Maintains proficiency on necessary computer programs.
- Stays current with technologic tools that facilitate an efficient legal office.
- Maintains confidentiality of OLC records and of financial client files.
- Responsible for archiving and cataloging OLC records and maintains up-to-date list of files in storage.
- Assists with preparation of annual OLC budget and budget modifications.
- Input and tract litigation expenses.
- Collects processes and distributes mail.
- Greets visitors to the office and answers, screens, and directs incoming phone calls.
- Checks and distributes incoming fax documents and shreds confidential documents.
- Orders and maintains supplies.
- Maintains law library (i.e. ordering publications, processing invoices and filing supplements).
- Processes departmental bills, arrange travel/lodging and reimbursement requests for payment.
- Maintains all office machines, including changing toner cartridges for fax machine, printer and copier, and contracting service personnel when needed.
- Assists with preparation of Tribal Council and other OLC meetings as directed.
- Other duties as assigned.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge

- Knowledge of office procedures and techniques
- Highly proficient in Word/WordPerfect, Windows, Internet and other software, ability to adjust to new and changing computer systems and to update skills on a continual basis
- Ability to type 60 wpm accurately
- Ability to communicate effectively, both orally and in writing; strong interpersonal skills
- Ability to organize workflow, manage schedules, and prioritize activities for self and Office of Legal Counsel
- Ability to operate standard office equipment
- Ability to interact with the public, diplomatically

Education and/or Experience

A minimum of five years “hands on” office experience. Experience in a legal office or knowledge of legal terminology preferred.

Absolute discretion required to maintain confidentiality and attorney/client privilege within the context of this position.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing Software and Xcel Spreadsheet software..

Language Skills

Must be able to write at the professional level: reports and business correspondence. Edit and critique different types of publications. Good public speaking skills and communication skills are required.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

This person will be required to engage in critical thinking in addressing problems that have multiple variables that are constantly changing. This individual must be fairly flexible in how they view and perceive political/social/cultural problems encountered by the Tribal Government.

Certificates, Licenses, Registrations

Washington State driver's license required

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

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