

JOB OPENING ANNOUNCEMENT

Job Title: Office Manager/Paralegal

Report To: Attorney General

Department: Attorney General

Job Vacancy: YAN-21-066

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: 07/12/2021

Closing Date: 07/30/2021

POSITION DESCRIPTION:

The Office Manager/Paralegal provides a full range of support services for the attorneys in the Attorney General's Office, including administrative tasks which contribute to the efficient delivery of legal and prosecutorial services.

QUALIFICATIONS:

- Must possess or be able to obtain a formal Paralegal Certification within one year of employment.
- Must have a minimum of three years' experience in law office environment or similar setting.
- Must be proficient in document management and MS Office, including Word, Access, PowerPoint, Excel, and Adobe Acrobat.
- Must be proficient in Westlaw research system.
- Must be capable of discretely working with highly confidential and sensitive data and information.
- Must be able to operate a computer, fax machine, copier, scanner, transcriber, and other office equipment as necessary.
- Must have excellent writing and analytical skills.
- Must have excellent communication skills and the ability to interface with individuals at all levels of the Nation's organizational chart, as well as externally, and do so with a high level of professionalism and confidentiality.
- Must provide evidence of continuing education to maintain any required certifications/license and update required knowledge and skills.

DUTIES AND RESPONSIBILITIES:

- Prepare a variety of legal documents, including letters, memoranda, and initial drafts of pleadings, resolutions, and contracts.
- Create, maintain, organize, and update legal files, with careful attention to detail.
- Answer phone, assist visitors, schedule meetings and appointments, open and distribute mail, update attorney calendars.
- Arrange travel for attorneys including scheduling transportation and making hotel reservations.
- Order supplies for the Office and maintain Office equipment as needed.
- Assist in preparing annual Office budget and processes all accounts payable.
- Maintain a simple accounting of office expenditures from the Office budget to ensure adherence to budget.

- Assist the Attorney General in managing outside contracts (including outside attorneys and contractors).
- Assist the Attorney General in managing grants administered by the Attorney General.
- Assist the Nation's businesses in collecting delinquent accounts receivable.
- Provide miscellaneous support services including copying, scanning, mailing, or faxing documents.
- Maintain strict confidentiality on all matters handled by the Office.
- Perform other duties as assigned by the Attorney

Physical Requirements

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit or stand; talk or hear; walk; use hands and fingers; and handle or operate objects, tools or controls.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**