

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

POSITION TITLE: Paralegal
POSITION NUMBER: 02975
DEPARTMENT: Family Services
LOCATION: 2840 W Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Family Services Director
SALARY: NE8 \$18.65/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: June 13, 2018
CLOSING DATE: Until Filled
Transfer Deadline: June 20, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position works independently with minimal supervision, assist with legal research, prepare and draft court documents, attend court hearings, maintain a close working relationship with the Indian Child Welfare (ICW) department, and act as a liaison between the Oneida Family Court and Oneida ICW department. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
2. Draft routine legal documents for review and use by attorneys.
3. Prepare exhibits and other demonstrative evidence for use at trial.
4. Participate in special administrative and legal research projects as requested.
5. Perform administrative duties including creating and preparing routine materials, proofreading, verifying, and editing all materials with extreme accuracy and clarity.
6. Responsible for creating, maintaining and updating department merged documents, forms and other shared documents.
7. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
8. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
9. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit; use hands to finger, handle, or feel; reach with hands and arms. Occasionally walk, bend, lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of computer databases and word-processing tools, including working with forms, and other tools for creating shared documents.
2. Knowledge of legal terminology and court room procedures.

JOB DESCRIPTION

Paralegal

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STANDARD QUALIFICATIONS(Cont.)

3. Knowledge of tribal, state, federal laws, rules, regulations and policies pertaining to child welfare.
4. Ability to identify and resolve issues of a procedural nature.
5. Ability to function well in a team oriented environment, utilizing team resources as appropriate.
6. Ability to inform and communicate verbally and in writing in diverse and challenging situations, with the ability to process information effectively, identify and define problems, and make objective decisions.
7. Ability to develop and maintain professional relationships with a variety of individuals and groups in a complex, multi-cultural environment.
8. Ability to function in a continuously evolving environment.
9. Ability to plan, organize, and schedule priorities efficiently and effectively.
10. Ability and willingness to be dependable and conscientious; possess initiative, self-motivated and capable of working independently.
11. Ability to present a professional appearance and demeanor as a representative of the Oneida Nation in dealing with the general public.
12. Possess excellent attention to detail including excellent spelling, grammar and consistent formatting skills.
13. Advanced computer skills to prepare complex correspondence, reports, charts, tables, graphs, and forms.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nations Gaming Division.
18. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Paralegal Certification.
2. Three (3) years of experience as a Paralegal, Legal Assistant or related field.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. An Associate's Degree in Paralegal Studies or closely related field; one (1) year of previous experience as a Paralegal, Legal Assistant or closely related experience; and/or equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**