



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b> 906542005	<b>Last Revised:</b> 11/17/2017
<b>Position Title:</b> Family Safety Paralegal	<b>Department:</b> Civil Law
<b>Reports to:</b> Family Safety Attorney	<b>Division:</b> Office of the Attorney General

**Primary Function:** Performs diversified secretarial, administrative, and support activities for the Family Safety Attorney. Composes, types and distributes all pleadings filed by the Family Safety Program and all court orders resulting from hearings held in Family Safety Court.

- Job Duties and Responsibilities:**
- Drafts, reviews and approves for form and legality various legal instruments.
  - Accompanies Family Safety Attorney to court and other meetings as requested.
  - Receives and handles incoming telephone calls and visitors to the office, determines nature of need, and refers inquires to appropriate staff.
  - Inputs, retrieves, updates, creates, and deletes information using computer databases. Independently composes and types reports, memoranda, composes and prepares correspondence and presents for attorney's signature.
  - Researches and collates data, independently or as requested, on specified subject matter according to established time frames.
  - Assists attorney with locating respondents for service purposes, contacts witnesses for court, issues subpoenas as necessary.
  - Conducts special projects, as requested, in support of the Family Safety Program.
  - Operates keyboard equipment to produce legal documents such as pleadings, briefs, memos, and subpoenas from verbal or written instructions, shorthand notes, or rough drafts. May need to insert and/or complete legal citations.
  - Composes and types Family Safety Court orders from various court hearings which may include reviews, adjudications, dispositions, permanency planning reviews, obstruction petitions and other legal matters.
  - Presents those documents for review by the Attorney.
  - Issues all orders to the various parties involved with the hearings.
  - Logs orders and other data into record keeping and case tracking programs and/or forms.
  - Submits orders to the presiding judge for their approval/signatures.
  - Creates monthly reports detailing the operations of the Family Safety Attorney Office, including the number of court cases and other legal issues.
  - Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, format, syntax, and content.
  - Ensures all legal documents are imaged and stored as required.
  - Accepts service of all subpoenas issued for the Family Safety Program and tracks subpoenaed files.
  - Prepares materials, documents, and exhibits for meetings and court appearances.
  - Transmits privileged legal and other information among staff and authorized persons.
  - Maintains all client and potential client information in strict confidence at all times.
  - Refrains from giving legal advice to individuals at all times.
  - Maintains and replenishes supply inventory. Verifies receipt of supplies.

- Performs other duties as requested by supervisor.

**Education  
/Experience:**

- An Associate's degree in Paralegal Technology or equivalent combination, four (4) years of education, related experience, and training is required.
- 5 years of experience in law office preferred;
- Must be certified as a notary public or willing to become a notary.
- Valid NC Driver's License required. Position will require six to nine months to become proficient in most phases of the job.

**Job Knowledge/  
Requirements:**

- Must have a thorough knowledge of the policies, procedures, intake protocol, administrative, and operational requirements of the Family Safety Program. Must understand Tribal personnel policies and confidentiality requirements. Must understand Tribal organizational structure, form of tribal government, and specified local, state, and federal entities. Must be knowledgeable of the Eastern Band of Cherokee Indians (EBCI) culture and history.
- Must have good communication skills both written and verbal. Must be able to communicate clearly and logically in written and verbal form. Requires organizational and administrative skills and the ability to plan and complete projects independently. Must have good interpersonal skills and the ability to maintain a positive working relationship within the Tribal government, persons contacted during the course of work, and with the public.
- Must have exceptional secretarial skills and the ability to compose correspondence, summarize facts and evidence and prepare legal instruments. Must understand legal concepts and language. Requires computer skills and knowledge of various software applications. Requires the ability to create and maintain database records and files, compile data, and prepare reports and summaries.
- Must understand the NC Rules of Professional Conduct as they pertain to job duties.
- Knowledge of computer operations and software programs typically used in a legal setting, including Microsoft Windows, Microsoft Word, Westlaw, Google, Microsoft Outlook, Microsoft Excel, and other software commonly used by the legal profession.
- Must possess a valid North Carolina Driver's license.

**Contact with  
Others:**

Has contact with the public both in person & by phone. Has contact with coworkers, management, staff, and other Tribal Departments. The nature of the work requires a high degree of tact, courtesy, and business etiquette to maintain positive working relationships.

**Confidential Data:**

Has access to confidential and privileged client information. Has access to all departmental files, memos, pending lawsuits, budget information, personnel and payroll information. Must adhere to all tribal confidentiality guidelines as well NC laws governing attorneys & paralegals and maintain complete confidentiality of all administrative and other pertinent information.

**Mental /Visual  
/Physical Effort:**

Close concentration and attention to detail are necessary while performing most duties of the job. Subject to frequent interruptions both by phone and in person, which requires varied responses with each contact. The duties of this job routinely require standing, walking, sitting, and reaching, lifting or carrying. Must have visual acuity, manual dexterity, and the ability to speak and hear. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.

**Environment:**

Works in a normal business office environment with occasional visits to other agencies, court, meetings, etc.

**Resourcefulness  
and Initiative:**

Composes correspondence and other drafts which require a high degree of accuracy. Most errors can be detected with proofing procedures. However, undetected errors could reflect negatively upon the Office.

**Responsibility for Accuracy:**

Follows well defined procedures and guidelines in job duties with minimal supervision. Must communicate and respond appropriately to various situations. Judgement and initiative are required to maintain accuracy, efficiency to prioritize work, and meet deadlines. Planning, problem solving, and creativity skills are required to successfully perform job duties.