



NATIVE AMERICAN RIGHTS FUND

1506 BROADWAY, BOULDER, CO 80302

VACANCY ANNOUNCEMENT

- Position:** Office/Human Resource Administrator
- Location:** Native American Rights Fund (NARF)
Boulder, Colorado
- Closing Date:** December 31, 2018
- Description:** The Native American Rights Fund (NARF) is a non-profit national Indian law firm representing tribes, Native organizations and individuals in Indian law matters of major significance. NARF's main office is in Boulder, Colorado, with additional offices in Washington, D.C. and Anchorage, Alaska.
- Summary:** Manages the human resources functions and the day-to-day operations of the law office. This position is responsible for personnel administration (including disciplinary actions, policies and procedures, compensation and employee benefits). The position oversees the communications and network systems, physical facilities and legal support functions. Provides administrative support for the Litigation Management Committee, screens all Requests for Assistance and responds to and records all those requests. Identifies personnel needs, plans for the changing needs of the organization, shares responsibility with the appropriate senior managers for strategic planning and contributes to cost-effective management throughout the organization. This position serves as Corporate Secretary, attends all Corporate Officers, Board of Directors and Executive Committee meetings; performs responsibilities as defined in the bylaws and maintains corporate records. Experience working with tribes or Native organizations is preferred. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply. View the full job description at <http://www.narf.org/contact-us/join-team>. NARF is an Equal Opportunity Employer.
- Salary & Benefits:** \$74,640+ depending on experience, generous benefits.
- Application Procedure:** Submit a cover letter, complete resume, and contact information of three references no later than Monday, December 31, 2018 to Katrina Mora, Administrative Assistant, Native American Rights Fund, 1506 Broadway, Boulder, CO 80302 or by email at katrina@narf.org

JOB DESCRIPTION

TITLE OF POSITION: Office/HR Administrator
DEPARTMENT: Administration
REPORTS TO: Executive Director
FLSA STATUS: Exempt

SUMMARY: Manages the human resource functions and the day-to-day operations of the law office. Main responsibility is for personnel administration (including disciplinary actions, policy writing, compensation and insurance benefits). In addition to human resource, the position is also responsible for network and communications systems, physical facilities, and legal support functions. Provides administrative support for the Executive Director and the Litigation Management Committee. The Administrator identifies personnel needs, plans for the changing needs of the organization, shares responsibility with the appropriate senior managers for strategic planning, and contributes to cost-effective management throughout the organization.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Work with Executive Director, Litigation Management Committee, Attorneys and other departments to evaluate and recommend staffing needs.
2. Ensure that the Policy & Procedures Manual is in compliance with new or revised laws. Make recommendations to the Executive Director for establishment and changes in policies and procedures.
3. Supervise assigned staff. Approve time sheets. Ensure that all staff positions are staffed on a daily basis and provides for temporary relief as necessary. Regulate work flow within the office and allocate overflow. Coordinate team projects.
4. Coordinate staff performance evaluations with cooperation of evaluation committees.
5. Receive and consider staff problems and concerns on a confidential basis, informing supervisors of conflict when appropriate.
6. Assist attorneys and supervisors with staff terminations, including coordination of COBRA notice, benefits and other administrative issues.
7. Develop and maintain in accordance with applicable laws: a) employee personnel files; b) employee information forms; c) performance reviews; d) changes in pay status forms; e) employment eligibility verification and I-9 forms; and f) inactive personnel files.
8. Comprehensive knowledge of the Firm's rules, policies and procedures, and consistent, appropriate enforcement of the same.

9. Maintain employee benefit programs and inform employees of benefits. Includes studying and assessing benefit needs and trends, recommending benefit programs to management, directing the processing of benefit claims, obtaining and evaluating benefit contract bids, awarding benefit contracts, and designing and conducting educational programs on benefit programs.
10. Supervise the Administrative Assistant and Receptionist in carrying out assigned duties related to general office and physical plant support.
11. Supervises the Systems Administrator in carrying out duties related to technology support.
12. Provide administrative support for the Litigation Management Committee and provides direct oversight for the Legal Support Staff in collaboration with attorneys in carrying out duties related to case assignments.
13. Assist with the long range planning, continuing legal education, community relations, and uniformity and quality control needs of the organization.
14. Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
15. Maintain management guidelines by preparing, updating, and recommending human resource policies, procedures, and training.
16. Maintain historical human resource records by designing a secure filing and retrieval system and keeping past and current records.
17. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
18. Conduct salary surveys and determines appropriate salary scales. Maintains updated job descriptions.
19. Respond to and appropriately records all written Requests for Assistance (RFAs). Screens RFAs for consideration by the Litigation Management Committee.
20. Direct management of case file retention and disposition by working in conjunction with Legal Support Staff and Attorneys.
21. Serves as Corporate Secretary and, as such, attends all Corporate Officers, Board of Directors, and Executive Committee meetings. Performs Corporate Secretary responsibilities as defined in organizational bylaws and maintains appropriate corporate records. Maintains and updates bylaws.

22. Perform any other duties as requested by the Executive Director or the Litigation Management Committee.

SUPERVISORY DUTIES: Administrative Assistant, Receptionist, Systems Administrator and Legal Support Staff (in conjunction with assigned attorneys).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Minimum of five (5) years' experience as a law firm administrator or manager with an emphasis on human resource management. Experience managing business operations including personnel administration, team building, employee relations planning and management of support staff.
2. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
3. Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, and training.
4. Understanding of business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique, production methods, and coordination of people and resource.
5. Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
6. Knowledge of state and federal employment laws, court procedures, precedents, government regulations, executive orders and agency rules.
7. Experience with human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the assessment and treatment of behavioral issues in the workplace.
8. Ability to manage office functions economically and efficiently, organization of work flow and establishment of priorities.
9. Experience in negotiating with and managing outside support resources, vendors and related entities.
10. Strong supervisory and leadership skills. Demonstrated willingness and ability to delegate.
11. Strong oral and written communication skills.
12. Computer skill level appropriate to the responsibilities of the position.

13. Ability to organize and prioritize numerous tasks and complete them under time constraints. Work may occasionally require a high level of mental effort and strain when performing a high volume of tasks and other essential duties.
14. Interpersonal skills necessary to communicate and follow instructions effectively from a diverse group of people. Ability to maintain good interpersonal relations and communications with lawyers and support staff. Ability to provide information and assistance with ordinary courtesy and tact.

EDUCATION, FORMAL TRAINING AND EXPERIENCE:

Graduation from a recognized college or university with major course work in human resource, business or public administration, or any combination of equivalent education and experience.

Experience working with American Indian Tribes and organizations is an additional qualification.

PREFERRED QUALIFICATIONS:

Masters of Science in Legal Administration.

PHR/SPHR Certification.

Member of Association of Legal Administrators.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of characteristic duties and responsibilities.