VACANCY ANNOUNCEMENT

TITLE OF POSITION: Paralegal
FLSA STATUS: Non-Exempt
CLOSING DATE: Open until filled
LOCATION: Boulder, CO Office

SUMMARY: The Native American Rights Fund (NARF) handles a broad range of matters in federal, state, and tribal courts, agencies, and legislatures as well as at the international level. NARF is looking for a Paralegal to provide multiple attorneys with whatever litigation, administrative, and clerical support is required. Paralegals coordinate and manage all manner of cases and matters, including in all phases of the litigation process, from the pre-filing process through the discovery period, trial, post-trial findings and appeals.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (by way of illustration and not limitation):

1. Responsible for large-scale management of hard copy and electronic documents including, but not limited to, organization, production, formatting, redacting, photocopying, scanning, Bates labeling, review, and transmission of files.

2. Prepare, review, and analyze documents for and in response to production requests; categorize documents by subject; prepare a chronology of facts; make charts; perform calculations and statistical analyses; and review documents and transcripts for specific references.

3. Perform legal research and factual research as directed using Westlaw/Westcheck and other web-based and hard copy resources, which may include written and telephonic inquiries, and library research.

4. Responsible for all aspects of discovery and trial support including gathering and organizing documents, attending meetings, preparing exhibits, taking notes, photocopying and scanning, ensuring the availability of necessary documents and supplies, and running trial presentation equipment and software.

5. Digest transcripts to summarize highlights of a proceeding.
6. Assist with preparation of pleadings, motions, briefs, and other documents for use in trial and appellate courts, administrative agencies or other venues. Format documents according to relevant court rules; proofread and perform Bluebook and pinpoint citation checks; create tables of contents and tables of authorities; prepare exhibits, attachments, and appendices; and finalize documents for the filing and serving in hard copy and/or through electronic filing systems. Communicate with clerks of court and familiarize self with applicable rules as necessary.

7. Prepare meeting materials and presentations on a variety of subject matters as directed using software such as Microsoft Office PowerPoint.

8. Perform day-to-day administrative tasks such as calendaring, filing, mail distribution, etc.

9. Coordinate, manage, or provide support for programs (e.g., Law Clerk Program) as directed by the assigned staff attorney.

10. Coordinate with off-site vendors to arrange meetings, including event space and catering needs as directed.

11. Assist the Office and Human Resources Administrator in developing legal support staff systems and assist in training for other legal support staff.

12. Collaborate with accounting, development, IT, and reception departments, as well as the National Indian Law Library, to complete projects as assigned.

13. Serve in backup capacity for other support staff responsibilities as necessary.

SUPERVISORY DUTIES: None.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Minimum of one year of relevant, practical work experience, preferably at the federal court level.

2. Paralegal certificate from an ABA accredited program preferred.

3. Strong computer skills including working knowledge of all Microsoft Office and Adobe products.

4. User experience with litigation management software such as Concordance, IPRO, eScan-IT, Relativity, Classic Suite, Eclipse SE, and/or Worldox. Strong organizational skills and familiarity with document management within litigation management software. Ability to perform database administration with additional training.
5. Excellent oral and written communications skills and the ability to read, write, spell, punctuate, and use appropriate grammar in order to accurately perform assigned tasks. Ability to provide information and assistance with courtesy and tact. Interpersonal skills necessary to communicate and follow instructions effectively from a diverse group of people, including reporting back to attorneys upon completion of a job undertaken at their request.

6. User experience with operating office equipment, including a printer, copier, scanner, fax machine, PC computer (desktop and laptop), and computer projector. Strong sense of familiarity with trouble-shooting small issues with office equipment.

7. Ability to work independently, multi-task and prioritize assignments, work under time constraints, and occasionally work over time on short notice.

8. Ability to retrieve, carry, and distribute files, written documents or office supplies weighing up to 20 pounds and ability to retrieve and replace objects from shelves of up to 6 feet high.

9. Litigation experience preferred.

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 essential functions, responsibilities, or requirements.

**SALARY & BENEFITS**: Salary range is $71,955 to $90,246. This salary range is based on three (3) to ten plus (10+) years of experience in the Denver metro market. Actual salary will depend on years of experience and qualifications. Generous benefits package includes vacation leave, health, dental and vision insurance, and paid time off including sick leave and medical/disability leave. Additionally, there is an employer contribution to employee 401K plan, employer paid group life insurance, accident insurance, and short-term and long-term disability insurance.

**APPLICATION PROCEDURE**: Submit via email a cover letter, complete resume, and three references to:

Sarah Palacios  
Human Resources & Office Administrator  
Native American Rights Fund  
Palacios@narf.org