NATIVE AMERICAN RIGHTS FUND
1506 BROADWAY, BOULDER, CO 80302

VACANCY ANNOUNCEMENT

TITLE OF POSITION: Paralegal/Office Manager
FLSA STATUS: Non-Exempt
CLOSING DATE: Open until filled
LOCATION: Washington D.C. 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/Office Manager in the Washington, D.C. office. As a Paralegal, this individual will provide 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. As an Office Manager, this individual will be responsible for all aspects of D.C. office administration.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provides legal support for Tribal Supreme Court Project, including: posting docket sheets, briefs, transcripts, and opinions on website; preparing summaries of conference calls for distribution to workgroups; and updating lower court case summaries. Prepares binders and PowerPoint presentations.

2. Assists attorneys in all areas of legal work, including: preparing correspondence, memoranda, legal opinion letters, negotiation and settlement documents, pleadings, briefs, and case notebooks.

3. Performs moderate paralegal duties such as light legal and factual research and citation checks. Has working knowledge of various court rules, service requirements and reporters, and of Westlaw, PACER, and other litigation support software. Has working knowledge of other legal resource facilities.

4. Acts as liaison between attorneys and law clerks with IT support personnel (NARF-Boulder and local DC consultants); performs light network management as directed by IT support personnel; responsible for maintaining all software and hardware in DC office.
5. Screens telephone calls, records messages, and provides information requested by callers. Keeps attorneys apprised of any backup requirements. Overall knowledge of phone system is necessary.

6. Reads, sorts, dates, and distributes mail; ensures that outgoing mail is timely processed; and arranges courier and overnight mail service, as necessary.

7. Assists in ensuring that attorneys’ and law clerks’ time is entered by the appropriate deadline. Maintains calendar for DC office and assists attorneys in making travel arrangements and submitting expenses.

8. Maintains filing systems for both legal and administrative matters; maintains databases as required for case tracking specifically for the Tribal Supreme Court Project.

9. Receives clients and visitors, including other NARF attorneys; maintains good relations with clients; observes confidentiality of attorney-client relationship.

10. Performs general office management, including light maintenance and repairs of buildings and grounds; overseeing office recycling program; ensuring consistent performance of office equipment; maintaining inventories of office property; training and overseeing temporary support, as needed; and other office duties, as necessary.

11. Manages relationships with vendors and works with Boulder accounting to ensure timely payment of invoices.

12. Responds to requests for information from Boulder staff and schedules use of the DC office by other NARF attorneys, as necessary.

13. Works in concert with National Indian Law Library to maintain the DC law library.

14. Other tasks as requested by DC or Boulder attorneys, or management.

15. Occasional evenings and weekends may be required for special projects, events and deadlines.

16. Occasional travel may be necessary.

**SUPERVISORY DUTIES:** None direct.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Five or more years relevant on the job experience, preferably at the federal court level. Paralegal certificate from an ABA accredited program preferred.

2. Ability to read, write, spell, punctuate, and use appropriate grammar in order to accurately perform proofreading and editing tasks in law office correspondence and in
legal pleadings. Perform non-complex arithmetic calculations when verifying calculations on forms and documents. Maintain records and filing systems at a level normally acquired through completion of high school or equivalent. Associate or Bachelor Degree preferred.

3. Strong computer skills including working knowledge of Adobe Acrobat, Microsoft Word, Windows, and other spreadsheet, database, document management, e-mail, and web applications. Ability to troubleshoot and resolve hardware and software issues in a timely manner.

4. Familiarity with making state and federal court document filings, including ECF and other electronic filings.

5. Ability to operate a variety of office equipment, including a copier, fax machine, and postal machine.

6. Ability to organize and prioritize numerous tasks and complete them under time constraints, including reporting back to attorneys upon completion of a job undertaken at their request. Work may occasionally require a high level of mental effort and strain when performing a high volume of tasks and other essential duties.

7. Interpersonal skills necessary to effectively communicate and follow instructions from a diverse group of people. Ability to provide information and assistance with ordinary courtesy and tact.

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

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 $82,747 to $92,196. This salary range is based on five (5) to ten plus (10+) years of experience in the Washington, D.C. 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