
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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**JOB DESCRIPTION****POSTED: 12/03/2018****DEADLINE: 12/14/2018**

POSITION: Legal Secretary
DEPARTMENT: Legal Department
LOCATION: Lac Vieux Desert Tribal Administrative Center
SUPERVISOR: Lac Vieux Desert General Counsel
EMPLOMENT: Full-Time
SALARY/PAY RATE: \$13.67 - \$21.73

DESCRIPTION:

The Legal Secretary position is an administrative assistant position with extensive training in the field of law. The Legal Secretary is responsible for all administrative, non-supervisory duties associated with the LVD Legal Department.

RESPONSIBILITIES:

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Principle responsibilities include monitoring day-to-day communications, operations, filing, reporting, and other administrative duties. Associated job duties include general office management, administration, and assistance, and other duties appropriate for this position.

In cooperation with the General Counsel and other members of the legal department team, the primary responsibilities of the Legal Secretary shall include, but are not limited to:

- Receives and screens visitors and telephone calls; responds to inquiries on a variety of matters such as the status of pending cases, administrative and court rules, and appeal procedures.
- Schedules and arranges meetings and conferences and notifies interested parties; arranges travel for staff including scheduling transportation and making hotel reservations.
- Operates keyboard equipment such as typewriters, word processors, and personal computers to docket cases, process information, record notices of hearings or postponements, correspondence, reports, and other data.
- Operated keyboard equipment to produce legal documents, such as pleadings, briefs, opinions, complaints, administrative decisions, orders, and subpoenas from verbal or written instructions, dictation, shorthand notes, rough drafts, or other material which may be difficult to interpret and/or format. May insert and/or complete legal citations.
- May take or transcribe legal dictation, minutes of meetings, and taped records of conferences, settlement discussions, or interviews.
- Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, format, syntax, and content.
- Inputs, retrieves, updates, and deletes information using computerized databases.
- Sorts, opens, logs, and distributes incoming mail to staff; attaches incoming correspondence to case file and related materials needed for action.
- Logs, docket, and schedules administrative hearings; prepares notices of hearings and send to interested parties.
- Composes routing letters and memoranda and prepares reports using knowledge of work area instructions and guidelines.
- Reviews legal documents to ensure they are in proper format and contain all necessary portions of related documents for court acceptance; files legal documents with proper courts.
- Serves and files legal papers.
- Prepares trial notebooks and exhibits listings for assigned attorney(s)' case presentation.
- Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings.
- Establishes and maintains office files, logs, indices, legal references, control records, and other information in connection with the work under the control of the assigned Attorney(s).
- Determines the need for and requisitions supplies, prepares travel vouchers, time keeping, and other personnel records.
- Operated standard office equipment such as calculators, duplication machines, facsimile machines, etc.
- Performs related work as assigned.
- Gathers data for surveys or performs such research on special subjects or projects.
- Procures and adapts computerized information to meet office support and management needs for record keeping and correspondence; serves as a resource person to staff in utilizing system for projects, on-going information processing, and case management functions.
- Assembles and summarizes information from files, newspapers, journals, documents, and other available resources for use by the supervisor, staff, and others.
- Maintain the legal library; researches and locates case law citations upon request.
- Makes recommendations for improving efficiency and economy of existing operations.

- Briefs supervisors on matters to be considered before staff meetings and on problems and issues affecting the supervisor's area of responsibility.
- Schedules court appearances, assembles documents and exhibits, keeps check on pending cases to avoid default in filing pleadings, and maintains court dockets and diaries.
- Maintains calendars for assigned Attorney(s) to ensure no scheduling conflicts and to inform attorney(s) of court imposed deadlines.
- Schedules assigned Attorney(s) calendar of activities, including making commitments for meetings, conferences, or other engagements.
- Serves as liaison between assigned Attorney(s), departmental personnel, and court systems; transmits privileged legal and other information among staff and authorized persons.
- Coordinates the administrative support for a legal division.
- Establishes and revises forms, procedures, formats, and standards for office correspondence.
- Serves as liaison between the General Counsel, Prosecutor, and staff or others; transmits directives, instructions, and assignments; and follows up on the status of assignments.
- Performs the most complex, administrative, legal secretarial activities which may be highly confidential and sensitive, for the General Counsel and Prosecutor.

MINIMUM QUALIFICATIONS:

NOTE: Salary dependent upon meeting job qualifications when hired.

- Knowledge of office practices, procedures, machines, and equipment.
- Knowledge of correct English usage, spelling, punctuation, and legal terminology.
- Knowledge of the organization and composition of business letters, minutes, reports, charts, and numerical and tabular materials.
- Knowledge of the techniques of receiving callers, making appointments, giving information, and explaining instructions and guidelines.
- Knowledge of the organization and maintenance of filing systems related to the work.
- Knowledge of administrative hearing and court rules and procedures.
- Knowledge of the application and instructions and guidelines to specific problems arising in the work area.
- Knowledge of legal terminology and syntax, and the content, organization, and format of legal documents and correspondence.
- Knowledge of court and administrative hearing rules and procedures.
- Ability of court and administrative hearing rules and procedures.
- Ability to compose correspondence and reports.
- Skilled typing ability and knowledge of personal computers, hardware, software, and related applications and systems.
- Ability to follow complex instructions.
- Ability to applying instructions and/or guidelines as appropriate in the performance of management support activities.
- Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.
- Ability to communicate effectively.

- Ability to select and reference such dictionaries, English usage manuals, legal references, procedures manuals, and computer guides.
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
- Ability to perform mathematical calculations.
- Ability to skillfully operate word processing equipment and/or personal computers.
- Ability to transcribe documents from written, oral, or computer generated formats.
- Ability to interpret instructions and guidelines in order to make decisions and take necessary action.
- Ability to determine work priorities.
- Ability to coordinate the work of other administrative support staff within the legal division.
- Ability to analyze and assess services and operations for quality efficiency and effectiveness, and to make recommendations.
- Ability to interpret and apply complex rules, regulations, policies, and procedures.
- Ability to abstract and present significant facts and data.
- Knowledge of administrative hearing and court rules and procedures.
- Knowledge of application of instructions and guidelines to specific problems.
- Knowledge of the mission of the legal division to which assigned.
- Knowledge of content and format of legal documents.
- Knowledge of forms used in work.
- Knowledge of office organization, workflow, and procedures.
- Knowledge of supervisor's and assigned Attorney's point of view and priorities.
- Must submit to and pass a drug test.
- Must have a valid driver's license.
- Must be able to pass a criminal background check.

PREFERRED QUALIFICATIONS:

- Minimum of three to five years of legal administrative experience, including two years of experience in a legal setting. Strong legal knowledge and background, budget development and maintenance required.
- Experience with Tribal operations and Tribal courts preferred.

1. *The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

Date Approved by the Tribal Council: July 28, 2016