
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES
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POSTED: July 26th, 2024

DEADLINE: August 9th, 2024

JOB DESCRIPTION

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: \$16.00-\$21.00

DESCRIPTION:

The Legal Secretary position is an administrative assistant position responsible for all administrative, non-supervisory duties within the LVD Legal Department.

RESPONSIBILITIES:

At the direction of the LVD General Counsel and his or her designee, the primary responsibilities of the Legal Secretary 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.
- Handle sensitive and confidential information with discretion.
- 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.

- Composes routing letters and memoranda and prepares reports using knowledge of work area instructions and guidelines.
- 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.
- Gathers data for surveys or performs such research on special subjects or projects.
- Assembles and summarizes information from files, newspapers, journals, documents, and other available resources for use by the supervisor, staff, and others.
- Assists with scheduling court appearances, assembles documents and exhibits, keeps check on pending cases to avoid default in filing pleadings, and maintains court dockets and diaries.
- Assists with the organization and maintenance of legal files and documents including case filed, electronic databases and paper files.
- Assist with calendar maintenance for LVD Legal Department 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.
- Transmits privileged legal and other information amongst staff and authorized persons.
- Performs complex, administrative, legal secretarial activities which may be highly confidential and sensitive, at the direction of the General Counsel and Prosecutor.

MINIMUM QUALIFICATIONS:

- High School Diploma
- Minimum 3-5 years' experience in an administrative support position
- Knowledge of office practices, procedures, machines, and equipment.
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
- 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.
- 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 maintain composure during stressful situations occurring as a result of workloads and/or deadlines.
- Ability to communicate effectively.
- Ability to determine work priorities.
- Must submit to and pass a drug test.
- Must be able to pass a criminal background check.

PREFERRED QUALIFICATIONS:

- Two years of administrative experience in a legal setting preferred.
- Experience with Tribal operations and Tribal Courts preferred.

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. Indian preference available pursuant to applicable policy.

Date Approved by the Tribal Council: February 21, 2024

Interested Applicants should remit a letter of interest, resume and law school transcripts (if graduated within the last 3 years) to:

LVD General Counsel
Attn: Karrie Biron
N4698 US Hwy 45
PO Box 249
Watersmeet, Michigan 49969
Karrie.biron@lvd-nsn.gov