



Chickaloon Village Traditional Council
(Nay'dini'aa Na') Department
Internal/External Position Announcement

Position Title: Paralegal/Court Clerk
Department: Justice Department
Reports to: Justice Director

Position Summary:

The Paralegal/Court Clerk (P/CC) performs a variety of tasks supporting Chickaloon Village Traditional Council's Tribal Court, Tribal Judges, Justice Director, and Justice Department staff members. The P/CC is responsible for researching, reviewing, and preparing vital information relating to court cases and legal matters including: sending out court notices, drafting basic affidavits, motions, and complex pleadings, reviewing documents, and assisting with trial preparation. During proceedings, the P/CC is responsible for using verbatim equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information using computerized transcription equipment. Post-hearing, the P/CC is responsible for drafting court orders and disseminating them appropriately. The P/CC is also responsible for: developing and maintaining Tribal ordinances and policies; managing the Tribal citizen and staff identification program and issuing Land Use Permits; answering the multi-line phone system; providing clerical support to staff, and maintaining all confidential files. Although this position has specific assigned tasks, flexibility is required as responsibilities can change daily, depending on the emergent needs of the department. This is a full time 40 hour per week position, with benefits.

Qualifications:

Education: Graduation from High School or completion of General Education Diploma. Completion of 36 semester credit hours or 48 quarter credit hours of coursework from an accredited college will substitute for the year of required office clerical experience.

Completion of an appropriate vocational training course of study such as legal secretary, paralegal, or office skills will substitute for the required office clerical experience on a month-for-month basis.

Experience: Over 3 years up to 5 years of experience in an office setting. A minimum of one year of clerical work experience, preferably in a court setting and/or legal office. Knowledge of court rules and proceedings as well as basic Alaska State statutes is also preferred. It is anticipated this position will likely entail further training relevant to tribal court systems, as available and as needed. The applicant may not have any prior Felony convictions or pending Felony charges and the applicant may not have any Misdemeanor convictions within the previous 5 years.

The successful applicant must have a valid Alaska driver's license and be insurable on Chickaloon Village's auto policy. All qualified applicants will be required to take a skills test.

New hires for this position are subject to pre-hire alcohol/drug testing. This position is subject to random alcohol/drug testing.

A federal and state background check is required for this position. Background checks will be conducted every two years as a condition of employment.

Hiring Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

Open until filled. A fully completed CVTC employment application and resume are required. Applications are available at: www.chickaloon-nsn.gov/employment or by email request to employment@chickaloon-nsn.gov. Please submit your application & resume to: employment@chickaloon-nsn.gov OR by fax to 907-745-0709 OR by mail to CVTC, ATTN: HR, PO Box 1105 Chickaloon, AK 99674. Please contact Jennifer with any questions: (907) 745-0749.