

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2018-286      **Issue Date:** 11-26-18      **Closing Date:** 12-07-18

**Legal Secretary**  
**Office of the Prosecutor**  
**Department of Justice Services**  
**Hourly Wage: \$13.21/Regular/Full-Time**

Performs confidential support services and legal file management services. Employee will maintain specialized files, manages record keeping, and ensures security of confidential information in preparing documents for delivery to defendants in criminal matters and respondents in civil matters. Assists the Lead Prosecutor in implementing criminal and civil discovery policies consistent with the mandates of tribal law. Employee is expected to work independently while maintaining ethical standards and is responsible upon appointment for reading and understanding the Washington State Rules of Professional Conduct to ensure their actions are consistent.

**Knowledge, Skills and Abilities:**

- Knowledge of the Revised Yakama Nation Code (RYC).
- Knowledge of the Indian Welfare Act and Indian Civil Rights Act.
- Knowledge of the legal system and court procedures, and specifically the Yakama Nation Tribal Court criminal system and Children's Court justice system.
- Ability to learn Prosecutor's function in criminal and civil cases and to adequately protect information with Tribal policy and Prosecutor's office internal policies.
- Ability to establish and maintain effective working relationships as part of the Prosecution team.
- Ability to work independently and organize and prioritize work assignments.
- Ability to work under stress while maintaining deadlines.
- Ability to communicate both orally and in writing.
- Ability to use correct grammar and punctuation in preparation of written documents, and learn legal principles behind discovery issues.
- Ability to maintain strict Tribal and Office policy for social media participation.
- Ability to utilize a computer and various software.

**Minimum Requirements:**

- Must have High School diploma.
- Two years work experience in a legal office, court or law enforcement or related field.
- Must not have a felony record in federal or state jurisdictions.
- Must not have any criminal misdemeanor convictions within the State and Tribal Courts within past five years.
- Must have no criminal driving infractions for past five years.
- Must have no past, current, or pending dependency action in the State or Tribal Courts.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

**Preferred Requirements:**

- Associates Degree in Criminal Justice or related field.