



Cow Creek Government Office

Position Description

Position Title: Legal Administrative Assistant **Department:** Legal

Reports To: Tribal Attorney **FLSA Designation:** Non-Exempt

Date Written/Revised: 01/2017

POSITION PURPOSE:

Performs legal secretary functions of a relatively routine or procedural nature which requires a moderate degree of legal knowledge, sound judgment, and decision making skills.

ESSENTIAL FUNCTIONS:

- Screen attorney's phone calls
- Maintain legal department calendar and meeting schedules
- Open, date stamp, prioritize and distribute attorney's daily mail.
- Assist in maintaining systems to collect, store and retrieve legal department data.
- Draft letters and other documents for attorney review as requested.
- Maintain legal library materials.
- Maintain legal department map file.
- Process outside legal and construction bills.
- Apply basic administrative skills and office procedures to secretarial tasks as assigned.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

- Computer literacy and law office experience essential.
- Advanced experience in business, government or Indian issues preferable.
- Must fully understand confidentiality issues.
- Proficiency with word processing, presentation, database, transcription of tapes and other office and business software.
- Ability to communicate clearly (orally or in writing) and to prioritize; must have a good telephone manner, be responsible and professional.
- Ability to file and maintain legal department records

QUALIFICATIONS:

- High school diploma or equivalent.
- Legal office experience.
- Applicants must possess a valid Oregon driver's license

Cow Creek Government Office
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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

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1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?)
Continuous, carpet

 2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?)
Intermittent, carpet

 3. **WALKING** – (Percent of time or hours per day? Surface? Distance?)
Intermittent, carpet

 4. **POSITIONS** – (Can worker change positions frequently? Occasionally?)
Occasionally

 5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?)
10lbs, files, boxes, short distance

 6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?)
Intermittent

 7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?)
Intermittent

 8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?)
Intermittent

 9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?)
n/a

 10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?)
n/a

 11. **CRAWLING** – (Surface? Frequency? Distance?)
n/a
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ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

<u>X</u>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
—	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
—	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
—	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
—	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE **DATE**

SUPERVISOR **DATE**

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.