



NATIVE AMERICAN RIGHTS FUND

745 W. 4TH AVENUE, SUITE 502, ANCHORAGE, AK 99501

VACANCY ANNOUNCEMENT

TITLE OF POSITION: Paralegal
DEPARTMENT: Legal
REPORTS TO: Alaska Office Managing Attorney/Supervising Attorney(s)
LOCATION: Anchorage, Alaska (on-site or hybrid work preferred; remote work considered depending on experience)
FLSA STATUS: Non-Exempt

SUMMARY: Provides multiple attorneys with whatever litigation, administrative, and clerical support is required. Coordinates and manages all manner of cases and matters, including in all phases of the litigation process, from the pre-filing process through the discovery period, trial, post-trial findings and appeals.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (by way of illustration and not limitation):

1. Responsible for large-scale management of hard copy and electronic documents including, but not limited to, organization, production, formatting, redacting, photocopying, scanning, imaging, coding, number stamping, Bates labeling, indexing, reviewing (including quality controlling hard copies with computer files), setting up and maintaining files, and transmission of files.
2. Prepare, review, and analyze documents for and in response to production requests; categorize documents by subject; prepare a chronology of facts; make charts; perform calculations and statistical analyses; and review documents and transcripts for specific references.
3. Perform legal research and factual research as directed using Westlaw/Westcheck and other web-based and hard copy resources, which may include written and telephonic inquiries, and library research.
4. Responsible for all aspects of legal support, including coalition work, litigation, trial, and discovery support. Gathering and organizing documents, attending meetings, preparing exhibits, taking notes, photocopying and scanning, ensuring the availability of necessary documents and supplies, and running trial presentation equipment and software.

5. Digest transcripts to summarize highlights of a proceeding.
6. Assist with preparation of legal and office documents, including pleadings, motions, briefs, and other documents for use in trial and appellate courts, administrative agencies, or other venues or recipients. Format documents according to relevant rules; proofread and perform Bluebook and pinpoint citation checks; create tables of contents and tables of authorities; prepare exhibits, attachments, and appendices; and finalize documents for the filing and serving in hard copy and/or through electronic filing systems. Act as liaison with printers, if necessary. Communicate with clerks of court and familiarize self with applicable rules as necessary.
7. Prepare meeting materials and presentations on a variety of subject matters as directed using software such as Microsoft Office PowerPoint.
8. Perform day-to-day administrative tasks such as calendaring, filing, expense reports, mail distribution, etc. Assists in ensuring that attorneys' time and administrative paperwork is entered by the appropriate deadlines. Ensures that outgoing mail is timely processed; and arranges courier and overnight mail service, as necessary.
9. Coordinate, manage, or provide support for Legal Department programs (e.g., Law Clerk Program) as directed by the assigned staff attorney.
10. Tracks all requests for assistance (RFAs) received by the Alaska Office, conveys decisions when necessary, and reports RFA information to necessary staff.
11. Assists with the planning, management, and execution of meetings and events. Coordinates with off-site vendors to arrange meetings, including event space and catering needs, as directed.
12. Coordinates with the National Indian Law Library and other staff to maintain the Alaska Office library.
13. Collaborate with all other NARF departments to complete projects as assigned.
14. Serve in backup capacity for other support staff responsibilities as necessary.

SUPERVISORY DUTIES: None.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Minimum of two (2) to three (3) years of relevant, practical work experience, preferably at the federal court level.
2. Paralegal certificate from an ABA accredited program preferred.

3. Ability to travel occasionally for Board of Director meetings and case work.
4. Strong computer skills including working knowledge of all Microsoft Office and Adobe products.
5. User experience with litigation management software such as Concordance, IPRO, eScan-IT, Relativity, Classic Suite, Eclipse SE, and/or NetDocs. Strong organizational skills and familiarity with document management within litigation management software. Ability to perform database administration with additional training.
6. Excellent oral and written communications skills and the ability to read, write, spell, punctuate, and use appropriate English grammar in order to accurately perform assigned tasks. Ability to speak or write an Alaska Native language is a plus. Meticulous attention to detail a must.
7. Ability to provide information and assistance with courtesy and tact. Interpersonal skills necessary to communicate and follow instructions effectively from a diverse group of people, including reporting back to supervisors and attorneys upon completion of a job undertaken at their request.
8. User experience with operating office equipment, including a printer, copier, scanner, fax machine, PC computer (desktop and laptop), projector, and 10-key calculator. Strong sense of familiarity with trouble-shooting small issues with office equipment.
9. Ability to work independently, organize and prioritize numerous tasks, and complete them under time constraints. Work may occasionally require a high level of mental effort and strain when performing a high volume of tasks and other essential duties. Ability to occasionally work overtime on short notice.
10. Familiarity with making state and federal court document filings, including ECF and other electronic filings.
11. Ability to retrieve, carry, and distribute files, written documents or office supplies weighing up to 20 pounds and ability to retrieve and replace objects from shelves of up to 6 feet high.
12. Litigation experience preferred.
13. Experience with and knowledge of Native American, Alaska Native, or Native Hawaiian communities and culture.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

SALARY & BENEFITS: This is a full-time, non-exempt, position. Salary range is \$91,100 to \$123,715. This salary range is based on one (1) to ten plus (10+) years of experience in the Denver

Metro market. Actual salary will depend on years of experience and qualifications.

Generous benefits package includes health, dental, and vision insurance, and paid time off including vacation leave, sick leave, family leave, and medical/disability leave. Additionally, there is an employer contribution to employee 401K plan, employer paid group life insurance, accident insurance, and short-term and long-term disability insurance.

APPLICATION PROCEDURE: Submit via email a cover letter, complete resume, and three professional references to jobs@narf.org.