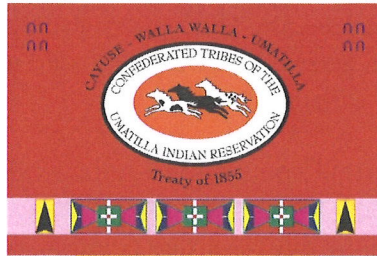


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**READVERTISED**

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Administrative Assistant II (OLC Secretary)

**SALARY:** Pay Range: 6-7  
\$ 36,289.50 to \$43,997.40 annual  
DOE/DOQ

**DEPARTMENT:** Administration, Office of Legal Counsel (OLC)

**LOCATION:** Position located at Nixyáawii Governance Center, Mission, Oregon  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with Benefits  
Non-Exempt

**SUPERVISED BY:** Legal Counsel Administrator

**OPENING DATE:** April 11, 2024

**CLOSING DATE:** May 2, 2024

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

**GENERAL STATEMENT OF DUTIES**

The Office of Legal Counsel (OLC) requires the Legal Secretary to serve as legal support staff, back up to the Legal Counsel Administrator in their duties to assist the OLC staff and contract attorneys. The Legal Secretary must demonstrate reliability in attendance, taking on assignments, and carrying assignments out as directed. The position demands effective communication with OLC staff, and with administrative staff of other CTUIR

departments and programs. The Legal Secretary must have an attitude and desire to be responsible and accountable for work products. The Legal Secretary must be consistently present at the assigned OLC workstation during regular work hours, Monday – Friday, unless on approved leave. Punctuality and consistent attendance are crucial.

Through representation of the Board of Trustees, the OLC provides attorney services and representation to all tribal departments and programs. The OLC staff is team-oriented and motivated, and candidates for this position will be expected to possess these same qualities.

Performance standards are measured against: (1) punctuality and attendance; (2) accurate and timely processing and documentation of legal reviews, contracts, and procurement/finance data; (3) accountability for identifying and managing challenges in accomplishing the duties of this position; (4) accurate and timely submission of reports, time sheets and other tasks as assigned. This position is primarily responsible for assisting the Legal Counsel Administrator with general office management, data and workflow tracking, monitoring external agency actions, responding and referring inquiries to appropriate resources, daily clerical tasks, file preparation and maintenance, and form document responses.

## **EXAMPLES OF JOB DUTIES & RESPONSIBILITIES**

- Receptionist duties for screening inquiries.
- Assist in processing forms and editing documents.
- Assembling, reviewing, editing, and submitting reports.
- Coordinating meetings, agendas, taking meeting notes, calendaring,
- Assisting in making travel arrangements for staff and in preparation/tracking of required travel reports.
- Preparing and processing purchase orders and associated database tracking.
- Updating current OLC library of materials.
- On-line and other Legal research as assigned.
- Processing daily incoming and outgoing mail, coordinating with mail room on packages and postage.
- Maintaining inventory of necessary supplies and processing supply orders.
- Assisting with OLC's digital file workflow, including scanning OLC documents and tracking in existing database.
- Assisting with OLC's File System Management, archiving and maintenance.
- Editing documents for consistency, spelling, grammar, and formatting.
- Preparing mailings.
- Maintaining software proficiency current to meet OLC's needs as a legal office.
- Related duties as assigned by the Legal Counsel Administrator.

To provide this position with career challenge and growth, a coaching period with corresponding training plan will be implemented upon hire. Duties may be added or adjusted to meet the administrative and support needs of the Office.

## **ATTORNEY-CLIENT CONFIDENTIALITY**

The Legal Secretary must be familiar with the Oregon Rules of Professional Conduct and adhere to attorney-client confidentiality standards. In the course of employment, the Legal Secretary may come into possession of confidential client information including, but not limited to names, addresses, social security numbers, financial information, employee records, attorney privileged information, contracts, and litigation documents, and will be expected to adhere to strict confidentiality requirements.



## CONFLICTS OF INTEREST

The Legal Secretary must not have any conflicts of interest with the OLC's client, the CTUIR, including but not limited to recent or pending litigation, appeals, complaints, or court proceedings against the CTUIR or its entities reflecting a conflict of interests with the client. To avoid conflicts of interest, it is a condition of employment that this position cannot be held in political office in the Tribal government, including membership on a Tribal committee or commission. Except as authorized by Section 2.07 of the Tribal Personnel Policies Manual, this position must also refrain from attempting to influence the CTUIR's political processes in a manner beyond OLC's role as legal counsel to the CTUIR.

## SUPERVISORY AUTHORITY

None.

## SIGNATORY AUTHORITY

None.

## ACCESS TO SENSITIVE AREAS

The Legal Secretary will have access to Office of Legal Counsel offices, files, and records - both physical, and electronic. The Legal Secretary will regularly view files containing sensitive, confidential, and attorney-client privileged work products and communications. The Legal Secretary will regularly attend sensitive meetings and briefings.

## **REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Educational minimum:  
Applicants must possess a high school diploma AND a minimum of 4 years of progressive administrative office support work experience that can be directly demonstrated to apply to the Legal Secretary job duties, with a preference for experience working in a tribal governmental setting or law office specializing in tribal law.
2. Demonstrated experience in office systems and proficiency in adjusting processes for productivity.
3. Demonstrated organizational, electronic filing, and clerical skills.
4. Demonstrated work experience using much of the following office software: Microsoft Access, Word, Excel, PowerPoint, Outlook, SharePoint, Adobe Professional, and remote meeting software such as Zoom and Teams. Applicant must be willing to become proficient in using on-line legal research tools.
5. Demonstrated ability to manage multiple tasks in a timely and efficient manner, and to complete tasks with minimal supervision.
6. Must have strong interpersonal skills, including verbal and written communication skills. Must have strong proofreading skills.
7. Must work well with other tribal staff and interface with the public and outside entities in a professional and courteous manner and demonstrate appropriate judgement and discretion suitable for a professional law office.
8. Must possess strong research skills.
9. Must be able to operate and perform routine maintenance on office machines (copiers, printers, scanners, etc.).
10. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
11. A skills and abilities test will be administered to gauge suitability for the position.

## PHYSICAL DEMANDS

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift to 25 pounds, move files, boxes, push carts and organize files.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

## SELECTION PROCESS

In addition to the minimum qualifications listed above, pursuant to Section 3.01 of the Tribal Personnel Policies and Procedures Manual, the CTUIR maintains the following employment preferences:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in section 3.05.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

## DRUG FREE WORKPLACE

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug-free test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

## APPLICATION DEADLINE

Complete Tribal employment applications will be accepted until 4:00 P.M. on the posted closing date as found on Page 1 of this announcement or must be postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL**



**REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements.**

### **REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL**

1. Completed Tribal Employment application.
2. Cover letter (not to exceed one page) explaining your qualifications relevant to this position.
3. Completed CTUIR Supplemental Application Form (both sections).
4. Personal resume identifying your qualifications and experiences relevant to the functions of this position. Resumes should not exceed two pages.
5. Copy of official college transcripts, if applicable.
6. If claiming Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood, or other sufficient evidence of enrollment with a Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

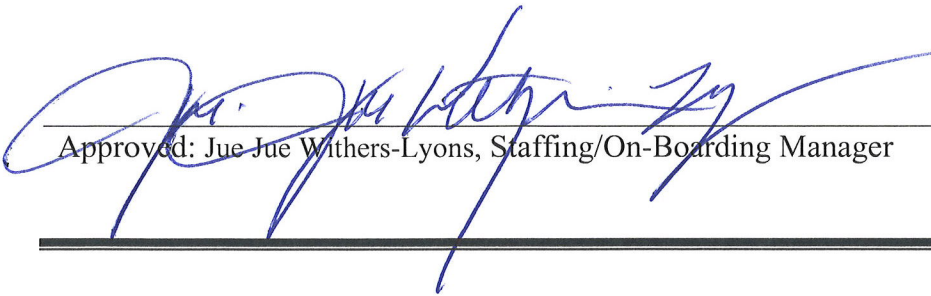
### **APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

### **OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 429-7180 or Fax: (541)276-9060

**To be considered, the application package must be received or postmarked by the closing date.**

  
Approved: Jue Jue Withers-Lyons, Staffing/On-Boarding Manager

  
Date

### **Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date