



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Paralegal/Assistant – Prosecutor's Office
Full Time Regular Position

Summary: This position is responsible for administrative duties and general legal assistance within the Tribal Prosecutor's office.

Employment Qualifications: *A qualified candidate offers the following:*

- Associate degree or 5 years legal assistance experience.
- Strong knowledge of commonly used concepts, terms, practices and procedures within the legal field.
- Knowledge of Tribal law and Federal Indian law.
- Technical skills of an intermediate to advance user of MS Office software, JustWare and Solid Circle databases, computers, and office equipment.

"Indian Preference applies in accordance with Ordinance #15-600-02"

Pay Level: NE 10

Hiring Range: \$17.45 - \$21.84 Commensurate with Verified Qualifications

Status: Non- Exempt Hourly / Weekly Pay

Background Check: Extensive **Remote Work Eligible:** Yes

Application Instructions:

Obtain an application form and a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov.

To apply please submit completed LRBOI application, cover letter, transcripts for Associate Degree, any/all licensure(s) and/or certifications required/relevant for position, and resume to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231)331-1233; Email: aliciaknapp@lrboi-nsn.gov .

Incomplete submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.