



FLANDREAU SANTEE SIOUX TRIBE JOB DESCRIPTION

Position Title: Paralegal
Status: Full-time
FLSA Status: Non-Exempt (\$39,847 - \$45,222 - \$52,034 - \$59,823 - \$68,988)
Department: Legal
Supervisor: Attorney General Revised: 5/9/2024

Approved By: _____ Date: _____
Approved By: _____ Date: _____

I READ AND UNDERSTAND THE JOB DESCRIPTION

Employee Name: _____ **Date:** _____

Summary

This position will assist and provide a range of legal support and administration to the Attorney General's Office. This position is responsible for drafting legal documents, researching various legal topics as assigned by the attorney while providing various clerical support to the legal department.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Perform legal and factual research;
- Perform records research;
- Identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material;
- Organize and analyze information;
- Cross-check and validate information;
- Prepare written reports;
- Draft legal documents including briefs, pleadings, appeals, agreements, contracts and legal memoranda;
- Help prepare legal arguments, applications, declarations and motions;
- Prepare correspondence;
- Check and edit legal forms and documents for accuracy;
- Build and maintain databases and files;
- Organize and track case files;
- Review and monitor new and updated laws and regulations;
- Maintain law library;
- Coordinate law office activities such as subpoena delivery;
- Locate and interview witnesses;
- Help with trial preparation including witness lists, exhibits and trial binders;



- Assist the attorney's in the courtroom;
- Assist attorneys to prepare integral corporate documents/materials;
- Work with lawyers to prepare all documents required to form corporations (both business and not-for-profit corporations), partnerships and limited liability companies in any state;
- Assist lawyers in the preparation of documentation for amendments, withdrawals, mergers and dissolutions of corporations, partnerships and/or limited liability companies;
- Assist lawyers with the completion of stock certificates;
- Complete franchise tax forms for lawyer review;
- Create and maintain corporate minute books;
- Work directly with attorneys and clients during closings and corporate transactions;
- Provide lawyers with assistance in the preparation for and closing of various corporate transactions, including mergers and acquisitions and initial public offerings;
- Gather litigation and billing information to prepare draft responses to auditors' requests for information;
- Assist with SEC Filings;
- Work directly with lawyers to prepare SEC filings with regard to securities offerings and respond to the requirements of the Securities Acts of 1933 and 1934 filings;
- Prepare/conduct UCC Filings/Searches;
- Assist lawyers in the preparation and filing of UCC filings and handle UCC filing search requests in all states;
- Work with Internal Revenue Service.
- Assist with the completion and filing of SS-4 Forms with the Internal Revenue Service for the purpose of obtaining Employee Identification Numbers (EINs) for corporations, partnerships and/or limited liability companies;
- Assisting attorneys in preparation for hearings and trials;
- Investigating and fact-finding for cases;
- Identifying relevant legal articles, laws and judicial decisions for cases;
- Assisting in preparing legal documents such as legal arguments, motions, contracts and agreements;
- Organizing, indexing and tracking files;
- Analyzing and organizing information to produce reports;
- Monitoring and reviewing government regulations;
- Providing administrative support for attorneys in court and at the offices;
- Other duties as assigned.

Supervision Exercised: None

Qualifications & Requirements:

1. Possession of a valid SD Driver's license and insurable by the FSST. Willingness to use personal vehicle in the course of employment. Must submit to a pre-employment drug and alcohol screening and basic background check.



2. Ability to handle multiple tasks and/or projects and occasionally work odd hours to perform on deadline.
3. Must be able to communicate effectively both verbally and in writing to interface with a wide range of stakeholders, internal staff, committee members and community members.
4. Direct experience with research, analyzing, planning, organizing, and legal terminology is strongly preferred.
5. Must have excellent computer and typing skills, knowledge of legal principles and practices, critical thinking skills, follow up and information monitoring experience, ability to pay attention to detail for accuracy, must be familiar with legal databases and be confidential at all times.

Education and Experience: Bachelor's Degree preferred; Associates degree in Paralegal studies required. 2-3 years of work experience with tribal law or government regulations strongly preferred. Certification may be required throughout the course of employment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The working environment in this profession is primarily indoors, however there will periodic trips that may be required from time to time.