



EMPLOYMENT OPPORTUNITIES

Job Title: Paralegal III (OGC)

Closing Date: 11/12/2025

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-007

Job Type: Contract Position

Department: Office of the General Counsel

City: Sacaton, AZ

Location: 525 W. Gu U Ki Road

Area of Interest: Legal

Salary/ Hourly Rate: \$64,583.98 - \$93,583.98 / Salary

DISTINGUISHING FEATURES OF THE CLASS:

The Paralegal III is the Community's highest legal paraprofessional position in the Office of the General Counsel. The Paralegal III assists and supports attorneys with legal researching, analyzing law sources such as statutes, record judicial decisions, legal articles, treaties, constitutions, and legal codes. The Paralegal III contributes to moderately complex aspects of a project, and may direct the work of clerical or other support staff. The work and level of the position is non-routine and is performed under the general supervision of one or more attorneys and in concert with outside departments and agencies.

ESSENTIAL FUNCTIONS:

- Work closely with attorneys in conducting legal research, updating and revising the GRIC Code and Constitution, legal memoranda and other legal documents for litigation or in the legal representation of the Community. Perform administrative assistant duties for Council appointed/delegated teams, which includes meeting preparations, minute recording, transcription, and motion sheet preparation.
- Perform research within Community databases and repositories to include repositories managed by other agencies: perform research within Community Code. Gather, review, verify and ensure completeness and appropriateness of file documentation.
- Organize and track files for important transactions or case documents, including pleadings and voluminous discovery documents; create and maintain a case-management database: enter data into document tracking database used for internal routing.
- Draft legal court documents, such as pleadings, motions, affidavits, subpoenas, transactional documents, contracts, real estate leases, resolutions and ordinances: provide edits to working drafts of documents.
- Assist General Counsel with the compilation and preparation of the OGC annual report. Review monthly reports submitted by in-house counsel.
- Assist with researching and preparing various documents related to per capita including, but not limited to garnishments, trust terminations, and final trust distributions.
- Assist in preparing grant proposal applications for forecasts of Water Management, Planning and Pre-Development funding support for the Community.
- Assist in the preparation of official filings for litigation in the Gila River Tribal Court, Arizona Courts, Federal District Court, the Ninth Circuit Court of Appeals and the United States Supreme Court.
- Assist attorneys with preparing Committee and Council packets.

- Conduct routine discovery.
- Serve as department liaison with other agencies/departments, establish and maintain good rapport.
- Ability to work with sensitive and/or confidential documents and information.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of law office practices and procedures.
- Knowledge of Federal Indian Law; experience in application of the principles of jurisprudence and legal analysis.
- Knowledge of the culture, customs, traditions, history and government of the Gila River Indian Community.
- Strong understanding of technical legal terminology.
- Ability to communicate effectively verbally and in writing.
- Ability to field complaints and concerns from the public.
- Ability to perform high quality of work under strict time constraints.
- Ability to exercise sound independent judgment on a variety of problems in accordance with established departmental policies and procedures.
- Ability to prioritize, plan, and carry out assignments.
- Ability and experience with Westlaw or LexisNexis.
- Ability to understand and follow verbal and written instructions.
- Ability to work both independently and in intensive concert with others.
- Ability to maintain effective working relationships with other employees, Community officials, and the public.
- Ability to review and interpret legal documents, statutes, ordinances and cases.
- Highly organized and a self-starter, ability to keep work projects orderly and prioritized.
- Ability to clearly and successfully articulate ideas and logical analysis both orally and in writing.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-Free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

- Associate's degree from an accredited college or university in law, business, criminal justice, political science and interdisciplinary studies or a closely related field, and six (6) years of paralegal experience; or any combination of education, training or experience, which demonstrates the ability to perform the functions of the position.
- Bachelor's degree preferred.

Certified Paralegal or Professional Paralegal certification from an American Bar Association preferred.

ADDITIONAL REQUIREMENTS:

- Required to qualify for a Tribal Driving Permit.
- Required to pass a background check.

Non-Supervisory, Salaried Position
Reports to General Counsel or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving

the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**