Berkey Williams LLP

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LEGAL ASSISTANT/PARALEGAL

Berkey Williams LLP seeks an experienced Legal Assistant or Paralegal to support work by a collegial and dedicated team of attorneys serving Indian Tribes and Nations throughout the United States.

Berkey Williams LLP provides comprehensive legal services to Indian tribes and tribal organizations in California, Colorado, Nevada, New Mexico, New York and Utah. Small by design, the firm works cost-effectively to help tribes and tribal organizations achieve and protect their political, cultural, social, and economic autonomy. The firm seeks to hire an experienced Legal Assistant or Paralegal in its Davis, California office to work with the Firm's Office Administrator to support and advance interests in Indian Country.

Duties and Responsibilities

- Support attorneys' legal research, document drafting, and filing.
- Assist with trial preparation, including assembly of exhibits and appendices for filings.
- Communicate with tribal, state, and federal courts regarding filing requirements and deadlines.
- Work closely and cooperatively with tribes and their specialized departments in a culturally appropriate manner.
- Prepare reports, timelines, charts, summaries, and other documents.
- Assist with Indian Child Welfare Act matters.
- Maintain office calendars.
- Assist in organizing and managing documents in accordance with the firm's filing system.
- Assist with scheduling and organizing attorney travel.

Knowledge and Skills

- Knowledge of rules, legal procedures and preparation of legal documents for tribal, state, and federal courts.
- Knowledge of federal Indian law, including the Indian Child Welfare Act, preferred.
- Excellent communication, research, and writing skills.
- Ability to quickly and efficiently respond to attorney requests.
- Knowledge of Westlaw, Clio (or other billing system), Excel, PowerPoint, and other office-related software.
- Paralegal certification or equivalent experience preferred.

Work Hours and Benefits

The position is 30-40 hours per week, to be negotiated. Benefits include:

- Health insurance
- Dental insurance
- Vision insurance
- Long- and short-term disability insurance
- A 401k retirement program upon eligibility at 1,000 hours of work
- Vacation, sick leave, and other forms of paid leave
- Hybrid work arrangements may be considered
- Competitive salary range of $80,000-$100,000 per year depending on certification, experience and FTE

To Apply

Please send a cover letter, resume and three references to Martha Morales, Office Administrator/ Paralegal, at mmorales@berkeywilliams.com. No phone calls please. Position is open until filled.