



REDDING RANCHERIA CURRENTLY HAS TWO FULL TIME POSITIONS AVAILABLE IN ITS LEGAL DEPARTMENT

Redding Rancheria is a federally recognized tribe located in Northern California. The Tribe has two full time positions available in its Legal Department: Staff Attorney; Paralegal/Court Facilitator. Redding Rancheria offers a competitive salary as well as a work schedule running Monday through Friday. Redding Rancheria also offers an excellent benefit package containing Medical, Dental, Vision, Life Insurance and Short/Long Term disability, paid holidays, vacation and sick leave as well as generous 401(k) retirement plan.

Indian preference applies, but the Tribe welcomes all applicants who wish to apply. To receive Indian preference, applicants must submit a certification of Native American heritage.

Staff Attorney

Under the direction of the CEO, the Staff Attorney provides legal advice and assistance to the Tribal Council and the Tribal Administration. Requirements and minimum qualifications:

- Must be a graduate of an accredited law school;
- Must be a member the California state bar and in good standing; alternatively, must pass the California bar exam and become a member of the California state bar within a reasonable time period after commencing work for the Tribe;
- Must pass background check;
- Must pass pre-employment drug screening.

Interested applicants must submit the following documents for consideration: (1) Writing Sample; (2) Law School Transcript; (3) Resume; and (4) Cover Letter. Email these documents to Redding Rancheria Staff Attorney, Michael Hollowell, at michael.hollowell@redding-rancheria.com.

Paralegal/Court Facilitator

Under the direction of the Senior Paralegal, the Paralegal/Court Facilitator provides advice on tribal court process to litigants in tribal court. In addition, the Paralegal/Court Facilitator processes home loan program for Tribal Members. Requirements and minimum qualifications:

- Must have a B.A. or B.S. degree, an A.A. degree in legal studies, or a Paralegal Certificate;
- Must have a Notary Public or be eligible to become Notary Public;
- Must pass background check;
- Must pass pre-employment drug screening.

Interested applicants must submit the following documents for consideration: (1) Degrees or Certificates; (2) Resume; and (3) Cover Letter. Email these documents to Redding Rancheria Senior Paralegal, Paul Siewell, at PaulS@Redding-Rancheria.com.