

## Paralegal Job Description

### ABOUT THE FIRM:

Rosette, LLP is a leading majority-Indian owned national law firm representing tribal governments and tribal businesses with offices in Arizona, California, Michigan, Oklahoma and Washington, D.C. We have a national reputation for representing tribal clients to achieve success both inside the courtroom and out. Our dynamic approach and practice area diversity is unparalleled for a firm our size. Because our goals of maximizing sovereignty to ensure the self-sufficiency and self-determination for all Indian tribes is aligned with our clients, we are able to promote the economic and political resources our clients require to support their communities and preserve their sovereign status. We specialize in federal law and its application to tribes, tribal business, complex litigation, government negotiations, financial transactions, tribal housing, land use and planning, human resource management, tribal energy development and representation related to internal tribal governance matters. We represent tribes and tribal businesses across the United States.

### BASIC FUNCTION:

Responsible for providing all legal services as assigned by the partners and lead attorneys

### RESPONSIBILITIES:

1. Assist with the preparation, filing and service of litigation pleadings in state, federal and tribal court. **Proper formatting including Table of Contents and Table of Authorities is required.**
2. Act as liaison among all parties including court or other neutrals for scheduling and sharing information.
3. Organize and manage documents and case matters, including the creation of spreadsheets and retrieval systems.
4. Perform administrative duties such as calendaring hearings and deadlines, organizing case files and managing logistics.
5. Aid attorneys with interrogatories, exhibits, documents, evidence, briefs, appendices and other discovery requests.
6. Under the direction and supervision of supervising attorney, conduct legal research by preparing legal memoranda and necessary pleadings required in all aspects of state, federal and tribal litigation matters on an as needed basis.
7. Interface with clients on a continuous basis.
8. Maintain and order office supplies as needed.

9. Assist attorneys and other staff members with travel and hotel arrangements as needed.
10. Prepare and file monthly expense reports and attorney credit card statements.
11. Participate in periodic internal meetings with paralegals, administrators and attorneys in other offices.
12. Comply with firm employee handbook and other processes.
13. Perform other related duties as assigned.

**SKILLS:**

Oral Communication Skills  
Written Communication Skills  
Technical Communication  
Interpersonal Relations  
Diplomacy  
Organization  
Professionalism  
Project Management  
Presentation  
Time Management  
Computer Literacy  
Legal Research Skills

**EDUCATION/TRAINING:**

Degree: Juris Doctorate from an ABA Accredited Law School

**OTHER REQUIREMENTS:**

Driver's License  
Licensed Notary Public in current and good standing (prefer remote notary certification also)  
Completion of personality assessment and skills testing  
At least five years of significant and substantive litigation experience as a paralegal in a law firm or in-house setting

**SALARY RANGE:**

TBD

Please submit the following to [hr@rosettelaw.com](mailto:hr@rosettelaw.com):

- Cover Letter
- Resume
- Official/Certified Law School Transcript
- Notary License