

**JOB ANNOUNCEMENT: Tulalip Office of Civil Legal Aid Paralegal
Open Until Filled**

March, 2026

TOCLA is a tribal civil legal services office that provides free legal assistance to tribal members with civil legal issues including those that affect safety, family integrity, health, access to public benefits, and education. TOCLA assists clients in identifying legal and non-legal needs, then works with them holistically to address barriers to accessing services. TOCLA currently houses five separate legal divisions: Civil Legal Aid and Re-Entry Assistance, Victim Advocacy, Parent Dependency Representation, Youth Dependency Representation, and Education Advocacy. TOCLA is a community-based law office that focuses on enforcing their client's rights and supporting their overall well-being, while simultaneously maintaining personal wellness and balance to be able to continue to serve their tribal community well.

JOB SUMMARY

Under the direction of an attorney, the paralegal will resolve routine legal issues, complete substantive legal work that requires knowledge of legal concepts, practices, and procedures within a particular civil legal aid field. The paralegal researches and analyzes law sources as requested, and performs clerical duties as needed by TOCLA attorneys. This is a regular, full time position with full benefits such as a medical, dental, vision, yearly accrued annual and sick leave, all federal holidays, and a 401K contribution. This is an in person position with limited remote work abilities. Office hours are Monday through Friday, 8:00-4:30 pm. The salary range is \$27.62 to \$41.43 per hour, depending on experience.

ESSENTIAL JOB DUTIES

1. Prepare and review legal pleadings, orders and other documents and files for TOCLA attorneys with minimal supervision.
2. Prepare legal papers and correspondence for TOCLA attorneys.
3. Assists attorneys in preparing for trials, hearings, discovery, court filings, etc.
4. Assist with case administration such as drafting correspondence, faxing, and photocopying.
5. Keep TOCLA attorneys' files in order and up to date, including filing, file management, scanning and data entry.
6. Assist with in-court appearances and presentation as delegated by Attorneys or Supervising Attorney.
7. Keeps schedules for TOCLA attorneys if/as requested for all court cases and filing/serving requirements for each case.
8. Keep in contact with TOCLA attorneys when they are out of office.
9. Conduct intake assessments for all TOCLA clients who are requesting legal representation.
10. Receives phone calls and either routes it to the appropriate personnel or takes messages.
11. Make referrals to outside agencies when needed.

12. As necessary, deliver and/or serve documents to multiple locations.
13. Respond to client emergencies when needed.
14. Assist with preparing grant reports.
15. Manage supplies inventory.
16. Use of personal vehicles may be required to perform job duties.
17. Regular and satisfactory attendance and punctuality.
18. Other related job duties as assigned.

MINIMUM REQUIRED EDUCATION

- High School Diploma or GED equivalent
- Associates Degree in Paralegal studies or a Certificate in Paralegal studies required.

MINIMUM RELATED EXPERIENCE

- Five (5) years of experience working in legal services in a law firm, government legal office, or court.
- Three (3) years of experience working with the public, providing guest service.
- Experience working with or within Native American communities preferred.
- Experience working with underprivileged populations preferred.

SKILLS TESTING

- Typing 30 WPM

REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES

- WA State Driver's License. **(Personal Auto Insurance)**
- Employment is contingent upon successful completion of a pre-employment background check

Position will be open until filled.

Please visit the Tulalip Tribes Employment website to apply at:

<https://employment.tulaliptribes-nsn.gov/search>

The Tulalip Tribes

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities according to our Preference Code.