

## The Confederated Tribes of the Grand Ronde Community of Oregon

Job Title: Legal Intern  
Reports to: Tribal Attorney  
Average hours per week: 40

Dept: Legal  
Grade: 06  
FLSA status: Non-exempt

### Job Summary

This intern position is designed to provide work experience in the legal field to Tribal members who are either already enrolled in law school or are college seniors planning to enroll in law school. This position is a summer assignment; June through mid-September.

### Essential Functions

Provides program support which may include all/some of the following:

1. Performs legal research.
2. Reviews legal documents.
3. Attends hearings and meetings as an observer.
4. Establishes priorities and organizes workload to complement needs and deadlines of Legal staff.
5. Maintains confidentiality on all department matters.

### Additional Functions

1. Performs other duties as assigned by supervisor.

### Qualifications

1. Must be an enrolled Grand Ronde Tribal member.
2. Must be currently enrolled and attending law school or college.
3. Preference in hiring will be given first to students in law school and second to college seniors planning to attend law school.
4. Must have excellent oral and written communication skills.
5. Must have the ability to accurately perform multiple tasks in a fast-paced and stressful environment.
6. Ability to handle and prioritize multiple tasks and work collaboratively as part of a team.
7. Knowledge of Native American culture is required.

### Typical Physical Requirements and Environmental Conditions

#### Physical Requirements

1. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
2. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
3. Constantly requires working with fingers rather than the whole hand or arm.
4. Constantly requires repetitive movement of the wrists, hands and/or fingers.

5. Often requires walking or moving about to accomplish tasks.
6. Occasionally requires standing and/or sitting for sustained periods of time.
7. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
8. Occasionally requires stooping which entail the use of the lower extremities and back muscles. Infrequently requires crouching.
9. Occasionally involves exerting up to 20 pound of force to move objects.

### Environmental Conditions

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

### **Attendance**

Complies with company attendance standards in order to fulfill the essential functions of the job.

### **Safety**

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

### **Travel Requirements**

Local travel is occasionally required. Travel outside of the state is infrequently required.

### **Drivers License & Insurance Requirement**

Maintains a valid Oregon driver's license or obtains one upon hire; qualifies for the Tribe's vehicle insurance; and, provides proof of personal vehicle insurance.

### **Background Check**

Candidates for this position may be subject to criminal, credit and character background checks and fingerprinting

**Disclaimer**

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

*This is an accurate description of the essential functions of my position.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor/Manager Signature

\_\_\_\_\_  
Date