



NORTHWEST INTERTRIBAL COURT SYSTEM

The Northwest Intertribal Court System (NICS) is a consortium of Indian tribes based in Western Washington. A non-profit organization established in 1979, NICS has a Governing Board composed of a representative from each member tribe. The Governing Board sets all policy for the organization and selects both the executive director and the judges.

Mission Statement

To assist the member tribes, at their direction, in a manner which recognizes the sovereignty, individual character, and traditions of those tribes in the development of tribal courts which will provide fair, equitable, and uniform justice for all who fall within their jurisdiction.

INTERNSHIP DESCRIPTION

TITLE: Paralegal Intern, Prosecution Department
(1 position) Criminal Law Division
(1 position) Indian Child Welfare (ICW)/Family Law Division

SUPERVISORS: Supervising Prosecutor/Lead Paralegal

STATUS: Temporary Part Time - Unpaid Internship

A paralegal intern is an individual enrolled in an ABA-accredited paralegal program. The purpose of this internship position is to assist the paralegal intern in development of job skills, clarify career direction and gain specific skills while completing the degree requirements. Under the direction of the Supervising Prosecutor and Lead Paralegal, the intern performs a wide variety of paralegal activities in support of attorneys.

The paralegal intern position is a temporary unpaid position. This internship description is divided into two main areas: Essential Intern Duties and Intern Functions.

ESSENTIAL INTERN DUTIES:

1. Provide assistance to the Prosecution Department (Criminal Law Division or Indian Child Welfare (ICW)/Family Law Division) – supervising prosecutor, lead paralegals, staff prosecutors/presenting officers, interim/part-time and on-call prosecutors/presenting officers. All legal content shall be supervised by an attorney.
2. Duties will generally progress as follows:

Prosecution Department – General Duties

- Filing – physical paper files and electronic files
- Prepare files for the imaging process;
- Index scanned records and analyze for accuracy and clarity;
- Perform document imaging and conversion tasks to ensure proper documentation

- and integrity of scanned images;
- Enter/retrieve both prior and current case status and statistical information via the departmental database
- Research missing documents;
- Assist staff with imaging and records processes;
- Open and closed case files
- Prepare and organize documents to conform to departmental standards.
- Photocopy, scan, fax, answer telephones, take messages, handle mail, and perform other general office functions, as needed.
- Perform departmental functions and special projects as directed.

Prosecution Department – Criminal Law Division Duties

- All duties referenced in the General Duties listed above
- Draft pleadings & create templates
- Discovery – prepare for court, request additional discovery reports/surveillance.
- Assist prosecutor/paralegal team with trial preparation.
- Review files in post-sentencing status.

Prosecution Department – Indian Child Welfare (ICW)/ Family Law Division Duties

- All duties referenced in the General Duties listed above

INTERN FUNCTION:

1. Independently use time efficiently to prioritize and perform multiple tasks to meet concurrent deadlines and manage large volume of paperwork.
2. Work calmly under pressure and cope with interruptions to meet deadlines.
3. Attention to detail, accuracy and follow-through.
4. Establish and maintain effective professional relationships within the NICS office as well as with other office units, agencies, courts, and the public as directed.
5. Maintain strict confidentiality of case information and materials.

QUALIFICATIONS:

- Enrollment in an ABA-approved Paralegal Program
- Interns are expected to be available a minimum of ten hours per week and to maintain a mutually agreed upon schedule.
- Have no felony convictions ever or a misdemeanor in the last two years. Must be able to pass WSP Criminal Background check
- Have or willingness to have awareness/sensitivity of tribal culture and traditions
- Willingness to develop and practice effective and courteous communication, both

- oral and written.
- Willingness to develop and practice strong organizational skills

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Manual dexterity to operate personal computers and other necessary office equipment
- Ability to bend, reach, kneel, twist and grip items in assigned work area
- Ability to lift up to 30 pounds

**NICS RESERVES THE RIGHT TO MAKE CHANGES TO THE ABOVE
INTERNSHIP DESCRIPTION WHENEVER NECESSARY.**

Unpaid internship
Location: Lynnwood, WA
Native American Preference

Please submit cover letter and resume via email to hr@nics.ws.