



Paralegal/Litigation Secretary/Legal Assistant

### **Company Description**

Peebles Kidder Bergin & Robinson LLP is a law firm dedicated to the representation of American Indian tribes and tribal organizations throughout the United States. Peebles Kidder offers employees competitive compensation and benefits in a team-oriented environment.

### **Position Description**

This is a full-time on-site position for an experienced Litigation Legal Assistant/Legal Secretary/Paralegal located in Rapid City, SD. The Rapid City office is a fast pace and dynamic office supporting the firm's litigation, housing, education and general counsel practice. The candidate will be responsible for providing administrative support to attorneys, drafting and editing legal documents, managing files, and providing general office support. The ideal candidate will have two or more years of solid litigation support experience, including calendaring, court filing requirements, and case management.

### **Qualifications**

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office and legal research databases
- Experience in a law firm or legal setting is required
- Experience with Clio is a plus
- Knowledge of and experience with tribal law and tribal communities is preferred

Your total compensation package will include a competitive salary, eligibility to participate in the firm 401(K) retirement plan with potential for profit sharing distribution, and a benefits package that includes health, dental, vision, life and disability insurance programs. Native American preference applies to this position.

Send your resume and cover letter to:

Laila Sanousi, Chief Operating Officer [lsanousi@ndnlaw.com](mailto:lsanousi@ndnlaw.com)  
2020 L Street, Suite 250  
Sacramento, CA 95811

Position open until filled.