

Request for Proposals (RFP)

Court Officer/Magistrate Seneca Nation of Indians Judicial Branch

For: Consultant Services for the Allegany and Cattaraugus Surrogate's Court

Proposals Due: February 17, 2025

Issued On: January 13, 2025

The Seneca Nation of Indians is seeking proposals from a qualified person or person to provide research assistance. Additional information about the full scope of the RFP can be found under the Scope of Work. Proposals can be submitted either electronically via email or one (1) hard copy can be mailed to the contact and address below. The Surrogate's Court desires to enter a yearly contract with the selected Court Officer (s). The Court also reserves the right to accept, reject or negotiate any or all proposals or any portion thereof. Price shall not be the sole criteria; however, experience related to the field of work and references to the prospective contract shall be considered.

General Information: A written agreement will be drawn up between the Court, as the client, and the selected Judicial Officer specifying the terms and conditions of the agreement. The agreement would be for one year and can be modified based upon the terms of the standard contract. Records, files, data and legal work product regarding the Court and the services provided thereto shall remain the property of the Court. The proposal must address the potential conflicts and procedure for addressing conflict of interest issues. Please submit a proposal that includes compensation at an hourly rate. Lastly, the proposal should include a resume of past work experience related to the scope of work.

Overview: Assist the Surrogate Court Judges in the closure of old estates as needed. This may include the review of Estate files, prepare notes and make recommendations to the Judge based upon that review. The position may, upon the appointment of the Judge, include acting as Administrator or Executor on an old estate remaining open.

Scope of Work/General Responsibilities:

- Exercise confidentiality in all matters.
- Must have a thorough knowledge of the Court rules and procedures for the Seneca Nation.
- Assist with the implementation of the Seneca Nation Probate Code for Surrogate Courts.

- Complete research and evaluate files required to make recommendations to close old estates only.
- Must have working knowledge of procedures and laws for closing old estates only.
- Manage the scheduling and progression of old estate cases assigned to them.
- Maintain effective working relationships with the public, attorneys, law firms, agencies and jurisdictions.
- Consult with Department of Justice and court advisor when necessary.
- Assist judges with review of circumstances, merits, custom and tradition and legal process of old estates.
- Accept appointment by the Court to serve as Administrator or Executor over old estates.
- When requested by judges, make recommendations on management of old estate files.

Qualifications: Possess a B.A. in Paralegal/Legal Assistant studies or equivalent degree and 3-5 years' experience working in the legal field. Preference may be given to applicant having a law degree from a recognized Law School with experience in Wills and Estates. Candidate must possess a working knowledge of law and procedures that govern the Seneca Nation of Indians. Special knowledge in estates, wills & trusts and legal research. Must know legal terminology, legal office procedures. Minimum of 50WPM, excellent writing and processing skills required. Supervisory experience a plus. Ability to prepare written correspondence, speak effectively to the public, employees and court users. Must possess excellent communications skills, both written and oral. Must be competent with technology, including Microsoft Office and Windows software. Must have the ability to work in a diverse cultural environment. Knowledge of Seneca customs, traditions and practices is helpful. Strong organizational skills and the ability to manage and maintain confidentiality of high-profile, sensitive to controversial matters. Excellent interpersonal skills and ability to work independently. Must be an enrolled member of a Federally recognized Indian Nation and have a valid NYS driver's license.

*All communications regarding this RFP shall be directed to:

The Seneca Nation of Indians
Attn: Lani K. George
P.O. Box 231
Salamanca, NY 14779
Lani.George@sni.org