

Maryhellen A. Medrano

Maryhellen A. Medrano is the Legal Assistant for the Office of General Counsel. She joined the Tribe in August of 2006.

For the past 14 years, through formal education, training and experience, Maryhellen has acquired the knowledge and expertise in the legal system. She possesses knowledge in substantive and procedural law which qualifies her to do work of a legal nature under the supervision of an attorney.

Maryhellen assists Tribal Members with child support and custody forms, drafting and executing Wills, Advanced Health Care Directives, Restraining Orders, Small Claims actions, responses and providing them with proper filing and servicing instructing. She handles travel arrangements for her department, attends appointments, conferences and meeting – and reports findings

Prior to joining the Tribe, Maryhellen worked/or served as a freelance paralegal to local attorneys assisting with reading, transcribing, summarizing, organizing and labeling discovery material and trial transcripts. She also assisted with drafting, typing, and filing legal documents, legal research and writing, preparation for trial, working a personal injury file, amending complaints, distribution letters, interpreting and interviewing clients responding to discovery requests.

Maryhellen is a Proactive, "take-charge" professional with over a decade of success providing administrative and legal support to senior attorneys and managers. She works effectively in a fast-paced environment and consistently prioritizes tasks and meets deadlines. Maryhellen has got excellent interpersonal skills, initiative, attention to detail, and follow-through skills. She takes great pride in her work and only expects the best of herself. She believes that being a freelance Paralegal for a number of previous years, made her the disciplined person that she prides herself to be.

Working for the Tule River Tribal Council has expanded her knowledge of Tribes and Federal Indian Law. Maryhellen has traveled to Washington D.C on behalf of the Tribe in order to lobby Congress and assisted in the making of, and introduction of the Tule River Tribe Water Development Act. She currently is a part of Tule River Tribal Council's representation group for Central CA Tribal Forum Committee, California Nations Indian

Gaming Association, National Congress of American Indians, and National Indian Gaming Association.