

JOB ANNOUNCEMENT

JOB TITLE: Law Clerk (Part-time)
Location: Mille Lacs Government Center District 1
Reports to: District Court Judge
OPENING DATE: May 27, 2016
CLOSING DATE: June 13, 2016

General Description

Under the direction of the District Court Judge the law clerk will perform legal research and writing on various civil and criminal matters. Further, the law clerk will assist the court in preparing a searchable case law reports.

Qualifications

1. Completion of one year or more at an accredited law school, including completion of at least one course in legal research.
2. Strong research and written skills required.
3. Strong word processing skills using Word.
4. Familiar with legal and business terminology.
5. Ability to analyze legal documents, derive pertinent points, and record conclusions.
6. Ability to read with speed and comprehension.
7. Ability to work with minimal supervision.
8. Demonstrate an interest in and familiarity with Tribal and Federal Indian Law.
9. Strong attention to detail.
10. Ability to write and speak effectively.
11. Valid driver's license, dependable transportation and proper insurance required.

****Mille Band Member/American Indian preference applies****

Duties

1. Conduct legal research by reviewing, studying, searching and annotating laws, court decisions, documents and opinions.
2. Draft memoranda for District Court Judge on questions of law. Assist the Judge with issues and cases before the court in areas of law such as probate, criminal, civil, juvenile, family, natural resource, traffic, child protection, name changes, adoption, full faith and credit judgements, ICWA, etc.
3. Research legal issues identified by the District Court Judge and prepare written memoranda, draft opinions and bench memos as directed.
4. Compile case law and make it available to users of the Tribal Court System on the courts webpage.
5. Proofread the Judge's orders and opinions.
6. Work's in collaboration with the Court Administrator to ensure effective, efficient court operations.
7. Filed questions from court users and act as a liaison with the court and other agencies.
8. Assist in drafting and issuing various court rules.
9. Assist with training of office staff and lay advocate with court terminology, processes and procedures
10. Handle procedural questions from Band members and the public to insulate the judge from inappropriate ex parte communications.
11. Assist with jury coordination, if necessary.
12. Compile information, organize data and produce various reports when necessary.
13. Review cases, summarize them and list precedents.
14. Other duties as assigned by the District Court Judge.

Please submit cover letter and Resume to: Mille Lacs Band of Ojibwe
Court Administrator
43408 Oodena Dr.
Onamia, MN. 56359