

Ho-Chunk Nation
Sr. Staff Attorney
Judiciary Branch
Black River Falls, WI 54615

Summary: Under minimal direction, this professional management-level classification provides legal support to the court; advises the court on legal aspects of administrative and operational issues; performs difficult and complex legal work; provides oversight of individuals or agencies having professional contracts with the court; and directs subordinate staff. Receives general direction from the Chief Judge. This position is distinguished from the Staff Attorney/Law Clerk position in that it provides direction and supervision to other research staff, if any, and has oversight responsibility for contract employees providing professional services.

Qualifications:

EDUCATION:

1. Graduation from an accredited law school.
2. In good standing of a State Bar.
3. Admitted to the Ho-Chunk Nation Bar Association or ability to become admitted within six (6) months of securing the position.

EXPERIENCE/BACKGROUND:

1. Any combination of experience and education that would provide the required level of knowledge, abilities and certification. A typical way to obtain the required knowledge and abilities would be: four (4) years of experience in a private or public service law practice, corporation or government agency with an emphasis on trial and research, or as a research attorney with a court.
2. Valid driver's license, dependable transportation and proper insurance are required.
3. Must be able to pass a comprehensive background check. No felony convictions, no current open criminal cases or civil matters that would reflect negatively on the Judicial Branch.

SKILLS:

1. Strong research and writing skills.
2. Strong word processing and computer skills.
3. Demonstrated interest in and familiarity with Tribal Law, Federal Indian Law, and Ho-Chunk Nation Law.
4. Ability to multi-task, and to prioritize tasks as appropriate to the demands of the Court.
5. Ability to work independently, and exercise initiative.
6. Ability to communicate clearly, verbally and in writing, with a variety of persons such as tribal citizens, tribal officials, judicial officers, and attorneys.
7. Must be professional, have outstanding telephone etiquette and a friendly, patient attitude in dealing with parties and the general public.
8. Ability to follow through on assigned tasks until completion.

9. Must have general knowledge of legal principles, case precedents, constitutional law, administrative law, employment law, criminal law, contract law, procurement law, and civil law.
10. Must have the ability to: present statements of fact and law, and argue clearly and logically in written and verbal form; define issues, analyze problems, and make appropriate recommendations; effectively represent the court in contacts with the public, attorneys, law enforcement agencies, and other government jurisdictions; establish and maintain cooperative working relationships.
11. Knowledge of court administration, legislation, rules, policies and procedures.
12. Fluency in Ho-Chunk Language desired but not required.
13. Preference to members of the Ho-Chunk Nation, then other Native Americans.

COMPENSATION: Full-time appointed at-will position, \$35/hour.

Working Conditions: Office setting, courtroom. Occasional travel may be required.
We offer 401(K), Competitive Health, Dental, Vision, and Life benefits.

COVER LETTER, RESUME, & TRANSCRIPTS ARE REQUIRED

Please send a resume, cover letter, transcript, and list of three (3) references with contact information to the following location:

Ho-Chunk Nation Trial Court
P.O. Box 70
Black River Falls, WI 54615

Alternatively, you may e-mail the documents in question as a single consolidated PDF to Mary.Thunder@ho-chunk.com.

Application Deadline:
Open Until Filled

If you have any questions about the position, please contact Mary Thunder at 715-284-2722 or by e-mail at Mary.Thunder@ho-chunk.com