

Job Announcement

Position Title: Tribal Court Staff Attorney
Location: Tribal Court
Reports to: District Judge
Grade Level: Market Driven
Opening Date: July 26, 2018
Closing Date: August 10, 2018

***** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.*****

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

SUMMARY:

The Court Attorney is responsible for research and analyzing complex legal issues and questions raised in cases heard in District Court. The position will also provide support in the context of drafting, preparing and maintaining legal documents for court cases. The Court Attorney will serve in a confidential capacity and work with substantial independence; however, collaboration with the judicial body and court administration will be required. The Court Attorney will supervise the law clerks, interns and externs.

QUALIFICATIONS:

- Graduation from an ABA accredited law school required.
- Five years or more experience in the legal field and have been engaged in the practice of law for a period of at least five years, required.
- Licensed to practice law in a state required.
- Supervisory experience required.
- General knowledge of Tribal, Federal and State laws.
- Understanding and knowledge of principles of tribal sovereignty and jurisdiction.
- Strong research and writing skills required, with a familiarity of legal and business terminology.
- Must have understanding of Ojibwe culture or other American Indian culture, and how tribal laws, customs and traditions affect dispute resolution.
- Ability to analyze legal documents, derive pertinent points and record conclusions.
- Ability to read with speed and comprehension.
- Ability to work with minimal supervision.
- Strong attention to detail and organizational skills.
- Ability to write and speak effectively.
- Never been convicted of a felony, gross misdemeanor or a crime involving dishonesty,; and never been disbarred by any jurisdiction.
- Valid driver's license, dependable transportation and proper insurance, is required.
- Must pass a pre-employment drug and alcohol test.

DUTIES AND RESPONSIBILITIES:

- Provides supervision and direction of law clerks and judicial externs/interns.
- Provides limited work direction to court administrative staff regarding judicial procedures related to cases as directed by District Court Judge.
- Perform difficult, complex and timely legal research by examining, analyzing and interpreting Tribal, State and Federal statutes, case law, court rules, pending legislation procedures and other legal authorities.
- Draft orders for the District Judge and Special Magistrates.
- Draft memoranda for the District Judge and Special Magistrates on questions of substantive and procedural law.
- Assist the District Judge and Special Magistrates 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 judgments, ICWA, etc.
- Provide legal advice and counsel to the Court on various matters.
- Define issues, analyze problems, evaluate alternative and make appropriate recommendations by summarizing legal issues and precedents.
- Research legal issues identified by the Court of Appeals, and prepare written memoranda as directed.
- Compile case law and make it available to users of the Tribal Court System on the court webpage and other internet databases.
- Conduct legal investigation to obtain facts.

- Proofread orders and opinions of the District Judge and Special Magistrates.
- Assist with the review, drafting and issuing of various court rules and bench book in collaboration with the Chief Justice and District Court Judge.
- Work in collaboration with the Chief Justice, District Court Judge, and Court Administrator to ensure effective, efficient court operations.
- Review cases, summarize and list precedents on the Band's website.
- Provide Special Magistrates with court schedules, case information and court precedent.
- Responsible for editing monthly court bulletins and maintain opinion summaries.
- Represent the court in contacts with the public, attorneys, law enforcement agencies and other government jurisdictions.
- Field questions from court users and act as a liaison with the court and other agencies.
- Handle procedural questions from Band members and the public to insulate the District Judge and Special Magistrates from inappropriate ex parte communications.
- Assist court administration with jury coordination.
- Compile information, organize data and produce various reports.
- Participate on court related committees.
- Other duties as assigned by supervisor.

WORKING CONDITIONS:

- Nature of work is such that incumbent experiences sustained periods of high levels of stress from workload, nature of work, or nature of interactions with others, both inside and outside of the Band.
- Work is almost exclusively indoors in a controlled climate area.
- Moderate threat of personal danger or risk while in the courtroom.
- Hours are typically 8-5, but extra hours may be necessary to meet deadlines and maintain workload. May involve some evening or weekend working.
- Local travel is required, limited travel outside the state is also required.

Submit resume, cover letter, and employment application to:

**Mille Lacs Band of Ojibwe
Employment Coordinator
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320) 532-7492
e-mail to hr@millelacsband.com**