

## Job Description

### HO-CHUNK PREFERENCE

POSITION: STAFF ATTORNEY / LAW CLERK

DEPARTMENT: JUDICIARY/HO-CHUNK NATION COURT SYSTEM

SALARY: \$62,400 / yr. or \$30/ hr.

SUPERVISOR: CHIEF JUDGE OF THE TRIAL COURTS

**SUMMARY:** Assist the Tribal Court Judges and Supreme Court Justices with legal research and the drafting of opinions in a timely manner while facilitating public access to the Court through the provision of procedural legal information.

#### DUTIES & RESPONSIBILITIES:

1. Legal research and drafting of memoranda for Trial Court Judges and Supreme Court Justices on questions of law.
2. Research legal issues identified by the Chief Judge, Associate Judges and Supreme Court Justice and prepare written memoranda, draft opinions and bench memos as directed.
3. Compile case law and make it available to users of the HCN Court System.
4. Field questions from court users and design court forms as needed.
5. Responsible for editing monthly Court bulletins, maintains opinion summaries and law library.
6. Maintain and advise on updates to the law library.
7. Coordinate HCN Law Day and maintain records necessary for CLE accreditation with State Bar of Wisconsin.
8. Coordinate HCN Bar Admission for the HCN Supreme Court and occasionally assist in drafting and issuing various Court Rules.
9. Must assist with Lay Advocate and *Guardian ad litem* Training.
10. Responsible to work with minimal supervision and exercise their independent legal evaluation throughout the workday.
11. Other duties as assigned by supervisor.

#### REQUIRED SKILLS & ABILITIES:

1. Ability to work independently; exercise initiative.
2. Familiarity with Ho-Chunk Nation laws.
3. Ability to multi-task, prioritize tasks and delegate responsibilities as appropriate to the demands of the Court.
4. Ability to communicate clearly, orally and in writing, with a variety of persons such as tribal citizens, tribal officials, judicial officers and attorneys.
5. Must be professional, have outstanding telephone etiquette and a friendly, patient attitude with dealing with parties and the general public.
6. Follow through on assigned tasks to completion.

**QUALIFICATIONS:**

1. Graduation from an accredited law school.
2. Membership in good standing with ANY state bar within 1 year of employment.
3. Strong research and writing skills.
4. Strong word processing and computer research skills including familiarity with INTERNET access.
5. Demonstrated interest in and familiarity with Tribal and Federal Indian Law.
6. Fluency in Ho-Chunk Language desired but not required.
7. Preference to members of the Ho-Chunk Nation, then other Native Americans.
8. 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.
9. Valid driver's license, dependable transportation and proper insurance, is required.

**WORKING CONDITIONS:**

1. Office setting, courtroom, includes the Traditional Court (where smoking is permitted).
2. Occasional travel may be required.

**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](mailto:Mary.Thunder@ho-chunk.com).

**APPLICATION DEADLINE:** Open Until Filled.

If you have any questions about the position, you may email Mary Thunder or David Wilson at (715) 284-2722 or by email at [david.wilson@ho-chunk.com](mailto:david.wilson@ho-chunk.com).