



JOB NUMBER:

JOB TITLE: Legal Intern

Supervisor: Chief Legal Counsel & Staff Attorney

Status: Non-Exempt

Salary: \$20.00/hour (1L); \$25.00/hour (2L+)

POSITION SUMMARY

Under the direction of the Chief Legal Counsel and Tribal Attorney, the incumbent provides professional and administrative support to the Chief Legal Counsel and the Staff Attorney.

Essential Functions:

The Nottawaseppi Huron Band of the Potawatomi reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities, and positions titles as it deems necessary to meet the needs of the government.

1. Legal research and drafting of memoranda for Legal Department attorneys on questions of law.
2. Research alternative language and prepare memoranda and draft language for Tribal Codes addressing a variety of subject areas identified by the Chief Legal Counsel and Staff Attorney.
3. May assist with preparation of pleadings for matters pending in the Tribal Court and attending hearings on the same.
4. Responsible for performing work assignments with minimal supervision and exercise their independent legal evaluation throughout the workday.
5. Other duties as assigned by supervisor.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Minimum Qualifications:

Required Qualifications: An individual must be able to demonstrate the ability to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Current candidate for Juris Doctor degree at accredited law school
2. Completion of at least 1 academic year of course work at an accredited law school.
3. Strong research and writing skills. Applicants will be required to provide writing samples, including memoranda prepared from applicant's research.
4. Strong word processing and computer research skills including familiarity with internet access/research.
5. Demonstrated interest in and coursework involving Tribal Government Law and/or Federal Indian Law.
6. Ability to work between 8-10 hours per week during the academic year and 40 hours per week during summer break.
7. Exemplary work history, with no disciplinary suspensions or terminations (or equivalent) over the past 24 months, with demonstrated ability to work as a member of an inter-disciplinary team.
8. Work history, which demonstrates the ability to preserve and maintain confidential communications and legally privileged information and willingness to execute a confidentiality agreement regarding the same.
9. Valid driver's license, dependable transportation and proper insurance is required.
10. Must pass a pre-employment alcohol/drug test and criminal background test.
11. Must never have been convicted of any felony or misdemeanor involving theft, fraud or dishonesty.

Preferred Qualifications:

1. Willingness and ability to work up to 10 hours per week during the school year.
2. Experience with WESTLAW research.

PHYSICAL REQUIREMENTS:

Physical surroundings are a general office environment. Must be able to travel between tribal facilities and outside the service area for meetings, trainings and conferences on occasion. Requires mobility, frequent walking, standing, sitting stationary and carrying of light items. Must be able to work flexible hours when necessary or as directed.

SECURITY SENSITIVE:

This position will have access to information that is security sensitive and thereby subject to additional confidentiality provisions.

INDIAN PREFERENCE WORKING ENVIRONMENT:

Indian preference will be applied in the selection of qualified applicants in accordance with the NHBP Indian Preference in Employment Code, which affords employment preferences to NHBP Tribal citizens, spouses of NHBP citizens and members of other federally recognized Indian Tribes.