

Job Announcement

Position Title: Staff Attorney
Location: Tribal Court
Reports to: District Judge
Opening Date: July 27, 2017
Closing Date: August 10, 2017

***** 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 Staff Attorney is responsible for preparing and maintaining legal documents, conducting legal research and assisting the court and judges as required.

QUALIFICATIONS:

- Graduation from an ABA accredited law school required.
- Three years of experience in the legal field and have been engaged in the practice of law for a period of at least two year, required.
- Licensed to practice law in the state of Minnesota required.
- Basic 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, proof of personal insurance, and be insurable under the Band's auto insurance policy.
- Must pass a pre-employment drug and alcohol test and background check.

DUTIES AND RESPONSIBILITIES:

- Provide limited work direction to court administrative staff regarding judicial procedures related to cases as directed by District Court Judge. Provide limited work direction to judicial externs.
- Assist with conducting legal research by reviewing tribal, state and Federal statutes, case law, court rules and procedures and legal publications.
- 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.
- Research legal issues identified by the Chief Justice and Appellate Justices 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 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.
- Provide Special Magistrates with court schedules, case information and court precedent. Maintain log of orders received from Special Magistrates.
- Field questions from court users and act as a liaison with the court and other agencies.
- Assist Band members and the public in filing petitions, motions, completing forms and applications from the court and other procedural aspects of cases.
- Responsible for editing monthly Court bulletins, maintain opinion summaries and law library. Maintain and advise on updates to the law library.
- Assist with training of office staff and lay advocates with court terminology, processes and procedures.
- Handle procedural questions from Band members and the public to insulate the District Judge and Special Magistrates from inappropriate ex parte communications.
- Assist with jury coordination.
- Compile information, organize data and produce various reports.
- Review cases, summarize them and list precedents.
- Participate on court related committees.
- Conduct legislative research applicable to the court.
- Other duties as assigned by supervisor.

WORKING CONDITIONS:

- Nature of work is such that incumbent experiences sustained periods of moderate 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**