



**Lower Sioux Indian Community
In the State of Minnesota (LSIC)
Contract Judicial Law Clerk
Job Description**

Title: Contract Judicial Law Clerk

Reports to: LSIC Tribal Court Chief Judge and LSIC Tribal Court Clerk of Court

Fulltime Equivalence: Temporary contract position, an average of 20 hours per week, at \$40.00 an hour for 50 weeks.

Summary: With one-time funding from the Office of Justice Services, the LSIC is hiring a Judicial Law Clerk to assist with Tribal Court policies, procedures, forms and use the court case management software.

Duties:

- 1) Review, revise, and prepare court form documents.
- 2) Draft related policies and procedures to ensure full compliance across the judicial spectrum.
- 3) Assist in education of Community members to ensure board access to these new documents, forms, policies, and procedures.
- 4) Utilize computers to generate, gather, and input data and files into the court case management software.
- 5) Assist in evaluation activities.
- 6) Perform other duties, as may be required to carry out the requirements of the one-time funding grant.

Skills Knowledge Qualifications Attributes:

- Must have 5-7 years of experience as a judicial law clerk or be a licensed attorney in good standing in Minnesota or the highest court of a State.
- If a licensed attorney, have one to three years of legal experience, judicial clerk experience.
- Experience working with tribal courts or tribes valued.

- Ability to navigate in a positive and respectful way throughout LSIC.
- Knowledge of or willingness to learn generally traditional Dakota lifeways.
- Computer experience, including word processing, databases, spreadsheet and file management and knowledge/experience with Access is a plus.
- Valid driver's license.

Disclaimer:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____