

Sisseton Wahpeton Oyate

Job Description

Job Title: In-House Attorney

Reports to: Tribal Executive Committee

Summary:

Under the administrative direction of the Tribal Chairman, the In-House Attorney provides practical and wide-ranging legal advice to the Executives, Tribal Council, departments, agencies, boards and committees and represents the Tribe in Tribal, State, and Federal Courts and hearings.

Duties and Responsibilities:

- Researches prepares, presents and/or critiques any legal and other documents as directed by the Tribal Executives or Tribal Council.
- Provides regular and periodic legal reviews to the Tribal Executives or Tribal Council of the implications on Tribal interests of enacted and pending federal and state legislative actions.
- Investigates, prosecutes and proceeds with legal enforcement actions where violations of Tribal codes and regulations have occurred or are alleged to have occurred.
- Attends Tribal Council meetings, participates in discussions and provides legal advice as appropriate.
- Provides expert testimony as a witness and/or a Tribal advocate before various courts, council, legislative committees, commissions, and other state or federal assemblies.
- Provides legal advice on intra-tribal personnel matters when requested by the Tribal Chairman and/or Tribal Council to provide such advice.
- Administers, manages and directs all areas of Tribal activities affecting a change or revision of the legal structures and content of the Tribal codes and regulations.
- Responsible for tracking activities and coordinating with federal and state land/resource management agencies.
- Reviews and provides legal advice to the Tribal Council on the legal implications of all draft and proposed tribal regulations and codes.
- Provides legal reviews of Tribal contractual documents.
- Provides training, presentations, and//or facilitates meetings as assigned.
- Perform other duties as assigned by Tribal Executives and/or Tribal Council.

Minimum Requirements:

- Juris Doctorate Degree from an accredited law school.
- An attorney in good standing and licensed to practice law in the State of South Dakota.
- Eligible to be licensed by the Tribal Court of the Sisseton-Wahpeton Oyate.
- Two to five years of experience as an attorney
- Must have a valid South Dakota driver's license.
- The Tribe and its entities shall be the sole client of In-House Attorney.
- In-House Attorney may be allowed to provide pro bono representation if approved by the Tribal Chairman and if such representation does not conflict with work for the Tribe.

Preferred Requirements:

- Five to eight years of experience as an attorney
- One-year experience in Indian Law

CLOSES AUGUST 9, 2019