

OGLALA SIOUX TRIBE VACANCY ANNOUNCEMENT

POSITION: ATTORNEY GENERAL

OPENING DATE: July 11, 2023

SALARY: NEGOTIABLE

CLOSING DATE: UNTIL FILLED

**PROGRAM: OGLALA SIOUX TRIBE
ATTORNEY GENERAL'S OFFICE**

LOCATION: PINE RIDGE, SO. DAK.

General Description of Duties:

The Attorney General is the Chief Prosecutor of the Oglala Sioux Tribe. The Attorney General shall be directly responsible to the Oglala Sioux Tribal Council. The Attorney General may be dismissed upon ninety (90) days written notice by the Oglala Sioux Tribal Council. The Attorney General is responsible for providing administrative, management, and technical expertise in performing all administrative and programmatic functions of the OST Attorney General's Office. The Attorney General will supervise a support staff of eight (8) persons, including four (4) Tribal Prosecutors and four (4) Clerks, in the day-to-day operations of the office. The Attorney General shall be responsible for their work performance, time and attendance, approval and disapproval of leave, performance evaluations, and disciplinary actions, if necessary. The Attorney General will review training needs of staff and ensure that those needs are met to improve job performance. The election for the Attorney General will be made by the Oglala Sioux Tribal Council.

Specific Duties:

The Attorney General shall:

1. Be the Law Enforcement Official for the Oglala Sioux Tribe.
2. Prosecute and represent the Oglala Sioux Tribe in all major criminal and civil cases filed by the OST Attorney General's Office, including cases that involve public officials.
3. Be responsible for the day-to-day operations of the OST Attorney General's Office, including the supervision of all civil or criminal cases filed by the OST Attorney General's Office before the OST Tribal Court.
4. Assist the OST Legal Department and committees of the Oglala Sioux Tribal Council on revisions to the OST Law and Order Code and Court Rules.
5. Assist the OST Legal Department in legal disputes with the Federal Government, State Government, and other entities or individuals.
6. Advise OST Law Enforcement Officers on all legal matters.
7. Be authorized to issue directives to the OST Chief of Police to conduct criminal investigations.
8. Issue directives regarding law-enforcement procedures to the OST Chief of Police, when necessary, to protect the Civil Rights of Oglala Sioux Tribal members.
9. At all times, respect and uphold the integrity and independence of the OST Tribal Court, and the OST Constitution and By-Laws.
10. The OST Law and Order Committee and Attorney General shall request a report from the United States Attorney's Office containing aggregate data on the cases in which the United States Attorney's Office has

declined prosecution and the reason for the federal declinations. Upon the request of the OST Law and Order Committee, the Attorney General shall provide a report containing aggregate data on the number of prosecutions brought by the Oglala Sioux Tribe in cases in which the United States Attorney's Office has declined prosecution.

11. The Attorney General and the prosecutors working under the Attorney General shall have prosecutorial discretion.

Requirements and Qualifications:

The Attorney General must:

1. Have knowledge of the Oglala Sioux Tribal Code, South Dakota and other State Codes, Federal Laws, Indian Child Welfare Act, and various opinions and decisions that may affect the OST Tribal Court.
2. Exercise good judgment in the analysis of evidence, documents, and other information available.
3. Have a Juris Doctorate Degree.
4. Have the ability to maintain a friendly, courteous, and professional attitude toward the staff, supervisor, and the general public.
5. Have the ability to work under pressure while maintaining a high degree of accuracy.
6. Have knowledge of the OST Tribal Accounting System, Property System, Personnel System, Financial System, and Policies and Procedures of Contract Management.
7. Have no prior felony conviction within the last three (3) years.
8. Have no misdemeanor type offense within the past year.
9. Have the ability to establish priorities and to ensure that all program tasks are accomplished in a timely and accurate manner.
10. Have the ability to adjust staff assignments to meet office objectives.
11. Have the ability to communicate with other departments and agencies on prosecutorial procedures to better coordinate services.
12. Have the ability to keep abreast of new laws and procedures in order to adapt them to the OST Attorney General's Office.
13. Be an Attorney-At-Law licensed to practice in, and of good standing with, the Federal Courts and the Courts of the State of South Dakota or other States.
14. Have no less than two (2) years' experience as a practicing attorney.
15. Apply for admission to practice in the Oglala Sioux Tribal Court within thirty (30) days after assuming office, if not already admitted to practice in the Oglala Sioux Tribal Court. (As a government official, the Attorney General shall be exempt from payment of any fee for admission to practice in the OST Tribal Court.)
16. Have no conflicts of interest with the Oglala Sioux Tribe, meaning the Attorney General must not have represented a person or entity in a lawsuit against the Oglala Sioux Tribe or its departments, programs, agencies, or entities prior to service as the Attorney General.

17. Not be listed on the Sex Offender Registry.
18. Not be listed as suspended or debarred on the System for Award Management (SAM) official website (<https://sam.gov>).
19. Not submit false or inaccurate information on the application for employment.

How to Apply:

OST Human Resource Department P.O. Box 439, Pine Ridge, South Dakota 57770 or email the OST Human Resource Director Michelle Poor Bear @ **MichellePB@oglala.org**. Attach all pertinent documentation, i.e., copy of official college transcripts and/or college degree (diploma), copy of law school transcript or degree (diploma), certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference.

Notice:

Applicants tentatively selected for position with the Oglala Sioux Tribe will be required to submit to a complete background check, including: Federal F.B.I. Records Check; State Repository Criminal Records Check; Tribal Records Check (or local records checks for out-of-area applicants); Employment Records and Reference Check; Education Verification Check; Personal Reference Check; Federal Suspension and Debarment Check; and Sex Offender Registry Check. Appointment to the position will be contingent on verification of the applicant's qualification and eligibility for the position based on the results of the background check.

Registry Check. Appointment to the position will be contingent on verification of the applicant's qualification and eligibility for the position based on the results of the background check.

In accordance with OST Ordinance 18-22, background checks will be done on individuals applying for positions with the Oglala Sioux Tribe.