



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
karenj@spiritlakenation.com

**Job Title:**

**Judicial Law Clerk**

**Open Date:**

**April 17, 2019**

**Position Summary: Primary responsibilities of the position involve the performance of professional legal research and other related clerical/administrative work in the preparation of memoranda, opinions, or orders for Judges concerning the cases before them. Work is performed under general supervision of a Judge and reviewed through conferences and written reports. The Law Clerk and Judge have a close working relationship that affords the clerk an opportunity to observe how Judges reason and arrive at their decision. A Law Clerk can expect a comprehensive experience in many facets of the law. The Law Clerk will work on issues in all areas of the law including Juvenile, Probate, with an emphasis on civil and family law.**

### **Major Duties & Responsibilities**

- Reviews, studies, researches, and annotates laws, court decisions, documents, opinions, briefs, and related legal authorities.
- Prepares briefs, legal memoranda, and statement of issues involved, including appropriate suggestions or recommendations to the Justice or Judge.
- Assists with research for revising the Spirit Lake Law and Order Code.
- Compiles references on laws and decisions necessary for legal documents.
- Confers with Judge or court official concerning legal questions, construction of documents and granting of orders.
- Attends court sessions to hear oral arguments and records necessary case information; maintain records attendant to court proceedings.

### **Qualifications, Experience and education required:**

- Graduation from an ABA accredited law school, or a second-year law school student at an ABA accredited law school
- Knowledge of general law, Tribal Law, Federal Indian Law, established precedent, and sources of legal reference.
- Knowledge of Court practices and procedures.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.
- Ability to research complex legal problems or questions and apply legal principals.
- Ability to represent in a respectful manner.
- Ability to establish and maintain effective working relationship with others.
- Skill in the operation of a personal computer with word processing and legal research software.
- Successful candidate will be required to pass a criminal background check

- Work may be performed in an office setting or a courtroom, but may also telecommute when performing legal research duties and drafting tribal codes and legal memorandums.
- Work will be performed directly under the Associate Judge.

<b>Job Role:</b>	Law Clerk	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>		<b>Closing Date:</b>	<b>Until Filled</b>
<b>Employment Status:</b>	Contract – no benefits	<b>Supervision</b>	Judicial Administrator
<b>Monthly Salary Range:</b>	\$26.00 per hour up to 40 hours per week.	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	One	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

**Application Procedure**

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.