



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

Job Title:

Juvenile Court Public Defender

Open Date:

November 5, 2024

Program:

Spirit Lake Tribal Court

Close Date:

Until Filled

Position Objective: The Spirit Lake Tribal Court is seeking a qualified attorney to carry out the duties of the Juvenile Court Public Defender for the Tribal Court. In addition to considering applications from individual attorneys, the Tribe is interested in and will consider proposals from law firms that would have one or more attorneys available to provide such services. A majority of the work could likely be completed remotely.

Major Duties & Responsibilities

- Advise and represent clients in all phases of child deprivation proceedings before the Tribal Court including appeals.
- Draft legal documents including legal memoranda, motions, briefs, court orders as directed; prepare and present testimony and arguments on behalf of clients.
- As directed, assist in preparing policies and guidelines to provide proper procedures for carrying out the Public Defender’s duties and responsibilities.
- Meet with the Tribal Court, Tribal Council and the Spirit Lake Law and Order Committee when necessary and appropriate.
- Preserve and uphold the Spirit Lake Tribe Constitution and By-Laws, Law and Order Code, Tribal jurisdiction, ordinances and resolutions and all applicable federal laws.

The responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all-inclusive. All of the duties listed above may not be assigned, nor do the examples cover all duties which may be assigned.

Qualifications, Experience and education required:

- J.D. Degree from an accredited law school
- A member in good standing with any state bar or federal court.
- Admitted or eligible for admission to practice in the Tribal Court.
- Demonstrated competency in court procedures and trial advocacy.
- Must demonstrate a knowledge and understanding of legal issues specific to tribal communities including tribal sovereignty and the criminal jurisdictional framework regarding tribal, federal and state authority in Indian country;
- Must be of high moral character and integrity.
- Must not have been convicted of any felony or currently be subject to any disciplinary proceeding under the rules and standards of professional conduct governing lawyers established by the jurisdiction(s) where licensed or admitted to practice law or the American Bar Association’s Rules of Professional Conduct.

- Prefer one (1) or more years of experience as a practicing attorney in one (1) or more legal fields relevant to the duties and responsibilities of the Public Defender.
- High level of written and oral communication skills and superior ability to advocate and persuade.
- Ability to interact constructively with people in highly emotional and adversarial situations.
- Exceptional ability to think on his or her feet and to identify and analyze legal issues and present legal theories.
- Highly independent and organized and able to manage significant number of active matters simultaneously;
- Demonstrated ability to meet deadlines.
- Well-developed interpersonal skills and ability to work in a supportive and professional manner with other attorneys, support staff and client agencies.
- Professional demeanor and appearance and enthusiasm for the law and public service.
- Thorough knowledge of and commitment to professional ethics, particularly those rules that relate to the role of a public defender.
- Prefer references with substantial personal knowledge of applicant’s legal abilities.

Application Procedure:

All individual applicants must submit a resume and writing sample, and any law firms making a proposal should submit a detailed proposal, to:

Spirit Lake Tribe Human Resources Department
P.O. Box 97
Fort Totten, ND 58335

Or via email: mkeo@spiritlakenation.com or rcrosswhite@spiritlakenation.com

Please note: If requirements are not met, i.e. submission of a resume in lieu of Spirit Lake Nation, SLT application, or not including required certification or document. Your application will not be reviewed and will be disqualified.

Indian Preference will apply: In accordance with the Spirit Lake Tribe Policy, Priority selection will be given to applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference will apply: In accordance with Spirit lake Tribe, Human Resource Department Policy, Priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran’s Preference”.

Job Role:	Juvenile Court Public Defender	Company Industry:	Spirit Lake Tribal Court
Employment Status:	This position would likely be satisfied with a part time contract that would pay a competitive hourly rate of at least \$65/hour . Time commitment will vary depending on case load. However, it is anticipated that the position will require an	Supervision:	Spirit Lake Chief Judge

	approximate commitment of 5-10 hours/week. A majority of the work could likely be completed remotely.		
Monthly Salary Range:	Hourly rate of at least \$65/hour	Manages Others:	No
Number of Vacancies:	One		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	rcrosswhite@spiritlakenation.com or mkeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	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.		