



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

Job Title:	Juvenile Court Public Defender	Open Date:	January 8, 2019
SLT Program:	Tribal Court	Close Date:	Until Filled

Position Objective: The Spirit Lake Tribe is seeking a qualified attorney to carry out, on a contractor basis, the duties of the Juvenile Court Public Defender for the Spirit Lake 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.

Major Duties & Responsibilities

- Represent individual Tribal members in proceedings before the Spirit Lake Juvenile Court, including appeals.
- As directed, assist in preparing policies and guidelines to provide proper procedures for carrying out the Juvenile Court Public Defender’s duties and responsibilities; assist in the development of budgets for the work of the Juvenile Court; and other matters as assigned
- Meet with the Tribal Court and the Tribal Council 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.
- Ability to work with Multi-Disciplinary Team, such as Traditional Court, Social Services etc.

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 Spirit Lake Tribal Court.
- Demonstrated competency in criminal procedure 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 subject to any disciplinary proceeding under the rules and standards of professional conduct governing lawyers established by the jurisdictions where licensed or admitted to practice law or the American Bar Association’s Rules of Professional Conduct.
- Possess two (2) or more years of experience as a practicing attorney in one (1) or more legal fields relevant to the duties and responsibilities as a Public Defender;
- Demonstrated high academic achievement;

- High level of written and oral communication skills and superior ability to advocate and persuade, ability to think on his or her feet;
- Ability to interact constructively with people in highly emotional and adversarial situations, ability to work in a supportive and professional manner with other attorneys, support staff and client agencies; and professional demeanor and appearance and enthusiasm for the law and public service;
- Highly independent and organized and able to manage significant number of active matters simultaneously;
- Demonstrated ability to meet deadlines;
- Thorough knowledge of and commitment to professional ethics;
- Excellent references with substantial personal knowledge of applicant's legal abilities;

Job Role:	Juvenile Court Presenting Attorney	Company Industry:	Spirit Lake Tribe Tribal Courthouse
Employment Status:	Two years from date of contract, part-time, no benefits, independent contractor.	Supervision	Tribal Court
Monthly Salary Range:	DOQ, DOE, up to \$74,000.00 annually Up to 1550 hours annually	Manages Others:	No
Number of Vacancies:	One	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@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.
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