



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

Job Title:	Juvenile Court Presenter	Open Date:	May 13, 2020
SLT Program:	Tribal Court	Close Date:	Until Filled

Position Objective: This position is responsible for representing the Spirit Lake Tribe’s Division of Social Services. The Division of Social Services Attorney takes full responsibility for all cases generated through the Tribe’s Division of Social Services.

Major Duties and Responsibilities:

- Capable of Representing the Division of BIA Social Services and Tribal Social Services in all legal proceedings;
- Gathers evidence in family court cases to formulate defense or to initiate legal proceedings in the Spirit Lake Tribal Court;
- Conducts research, interviews caseworkers, witnesses, and handles other details in preparation for court work;
- Prepares legal briefs, develops strategy, arguments, and testimony in preparation for presentation of cases, will draft all petitions, and proposed Orders, violations with the case workers assistance;
- Prepares and reviews pleadings for petitions, abuse, neglect, dependency, and termination of parental rights cases for child support court, adult protective services, incompetency, and guardianship hearings;
- Interprets laws, rulings, and regulations for the Social Services Division;
- Dictates, reviews, edits, and distributes Protective Service Court Orders;
- Organizes and schedules cases;
- Monitors the Service of Process
- Organizes, reviews, and files notices, prepares list of cases with hearing dates and forwards to appropriate parties;
- Participates in training opportunities and travel as necessary;
- Ability to work with a Multi-Disciplinary Team, such as Traditional Court, Social Services, etc.
- Preserves and uphold the Spirit Lake Tribe Constitution and By-laws, Law and Order Code, Tribal Jurisdiction, Ordinances, Resolutions, and all applicable federal laws; and
- Performs other duties as assigned.

Qualifications, Experience, and Education Required:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions), of this position shall include:

- Requires a law degree (Juris Doctorate) from an accredited law school;
- Be a member in good standing and licensed to practice law in any state or federal court, and be eligible for admission to the Spirit Lake Tribal Court Bar Association;
- Prefers at least two (2) years of related experience in Social Services law;
- Demonstrates competency in all juvenile proceedings;
- Be of high moral character and integrity;
- Be able to commit part-time to family services;
- Have experience with children and families;
- Have good interpersonal and communication skills;
- Interacts tactfully and positively with the Spirit Lake Tribal Council, with all levels of staff, with Tribal members, and with opposing parties;
- Maintains confidentiality;
- Reads, analyzes, and interprets common professional journals, and legal documents;
- Write reports, legal correspondence, and pleadings for litigation;
- Effectively presents information and respond to questions to and from the Tribal Council, employees, and other individuals and groups;
- Advocates on behalf of the Tribe in a variety of settings;
- Solves practical problems and deal with a variety of variables in situations where limited standardization exists;
- Requires the ability to operate a personal computer, multi-line telephone, and to use common electronic media;
- Requires the ability to read, write, communicate, and interpret information accurately in English;
- Requires the ability to concentrate and consistently produce accurate work; and
- Performs the duties of this job, the employee is frequently required to sit, reach with hands and arms, talk and hear; and occasionally required to stand and walk.

Job Role:	Staff Attorney – Juvenile Presenter Division of Social Services	Company Industry:	Spirit Lake Tribe Tribal Courthouse
Employment Status:	One (1) year from date of hire, Part-time, no benefits, independent contractual court personnel	Supervision	Tribal Court

	Minimum of three (3) days available each week		
Monthly Salary Range:	D.O.Q. D.O.E. Up to \$74,000.00	Manages Others:	No
Number of Vacancies:	One	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Tribe Human Resource Department	Email:	ndemarce@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	Completed 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.		