



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
[mkeo@spiritlakenation.com](mailto:mkeo@spiritlakenation.com)

<b>Job Title:</b>	Adult Criminal Court Public Defender	<b>Open Date:</b>	November 5, 2024
<b>Program:</b>	Spirit Lake Tribal Court	<b>Close Date:</b>	Until filled

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

**Major Duties and Responsibilities:**

- Represent individual Tribal members who are defendants in criminal proceedings before the Spirit Lake Tribal Court and who are indigent and qualify for representation by a Public Defender under standards and criteria developed by the Tribal Court for such assistance.
- Advises and represents defendants in all phases of criminal proceedings before the Spirit Lake Tribal Court including appeals.
- Draft legal documents including memorandums, motions, briefs, and 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 Council or 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 state and 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 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 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 as a 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 a 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](mailto:mkeo@spiritlakenation.com) or [rcrosswhite@spiritlakenation.com](mailto: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”.

<b>Job Role:</b>	Adult Criminal Court Public Defender	<b>Company Industry:</b>	Spirit Lake Tribal Court
<b>Employment Status:</b>	Non-employee Contractor	<b>Supervision</b>	Spirit Lake Chief Judge
<b>Yearly Salary Range:</b>	\$300/case assignment	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:rcrosswhite@spiritlakenation.com">rcrosswhite@spiritlakenation.com</a> or <a href="mailto:mkeo@spiritlakenation.com">mkeo@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

<b>Application Procedure</b>	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.