

## Job Announcement

**Position Title:** Law Clerk PT  
**Location:** Tribal Court  
**Reports to:** District Court Judge/Staff Attorney  
**Grade Level:** E8  
**Opening Date:** January 21, 2020  
**Closing Date:** Until Filled

**\*\*\* Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment. \*\*\***  
**\*\*\*Mille Lacs Band Member/American Indian preference applies\*\*\***

### SUMMARY:

The part-time Law Clerk is responsible for assisting the Tribal Court judiciary with legal research, drafting of court decisions and special court development projects. Work will be performed remotely from 16 to 20 hours a week with initial and periodic meetings at the work site (Tribal Court) with District Court Judge and/or Staff Attorney.

### QUALIFICATIONS:

- Completion of one year or more at an ABA-accredited law school, including satisfactory completion of a legal research and writing course.
- Demonstrated interest in Tribal and Federal Indian Law.
- Strong legal writing and research skills, including utilization of online legal research database services.
- Ability to interpret and apply laws, analyze legal documents, derive pertinent points, and record conclusions.
- Ability to draft legal documents so as to be understood by non-law trained individuals.
- Ability to work independently with minimal supervision.
- Strict attention to detail.
- Ability to read with speed and comprehension.
- Ability to comprehend and record rapid speech.
- Familiarity with the Microsoft Office Suite and proficiency in Microsoft Word.
- Moderate touch typing ability.
- Ability to maintain strict confidentiality of documents, computer files and oral communications.
- Must pass a criminal background check.
- Must pass a pre-employment drug and alcohol test.
- Valid driver's license, dependable transportation and proper insurance is required.

### DUTIES AND RESPONSIBILITIES

- Periodically attend hearings, pre-trials and trials, listen to recordings of proceedings in order to draft court orders
- Conduct legal research identified by the District Court Judge on applicable statutes, case law, court rules, and tribal resolutions.
- Drafts memoranda of law for use by the tribal judiciary.
- Write draft judicial decisions based on evidence and application of relevant law.
- Proofread and edit draft judicial opinions submitted by legal counsel.
- Work in collaboration with the Court Administrator to ensure effective, efficient court operations.
- Assist in developing or amending court rules of procedure.
- Participate in special projects, such as, preparing judicial opinions for publication and updating the Tribal Court website.
- Compile case law and make it available to users of the Tribal Court System on the court's webpage.
- Field questions from court users and act as a liaison between the court and other agencies.
- Handle procedural questions from Band members and the public to insulate the judiciary from inappropriate ex parte communications.

- Other duties as assigned.

**WORKING CONDITIONS:**

- Nature of work is such that incumbent experiences sustained periods of moderate levels of stress from workload, nature of work, or nature of interactions with others, both inside and outside of the Band.
- Work is almost exclusively indoors in a controlled climate area.
- Little threat of personal danger or risk.
- Hours will anywhere of 15 to 20 per week but will be determined upon hire. Extra hours may be necessary to meet deadlines and maintain workload. May involve some evening or weekend working.
- Local travel may be required.

**Submit resume, cover letter, and employment application to:**

**Mille Lacs Band of Ojibwe  
Employment Coordinator  
43408 Oodena Dr.  
Onamia, MN 56359  
Fax # (320) 532-7492  
e-mail to [hr@millelacsband.com](mailto:hr@millelacsband.com)**