



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

LOWER SIOUX INDIAN COMMUNITY

JUDICIAL LAW CLERK (TEMPORARY PART TIME) - JOB DESCRIPTION

JOB TITLE: Judicial Law Clerk (Temporary Part Time)
DEPARTMENT: Tribal Court
REPORTS TO: Tribal Court Judge
FLSA STATUS: Non-Exempt

HOURS:

20 hours a week, scheduled within the work week of Monday through Friday from 8:30am to 4:30pm.

SUMMARY:

The tribe seeks a temporary Judicial Law Clerk to help strengthen its capacity to promote the welfare and well-being of children and families involved in the Lower Sioux Tribal Court. The Judicial Clerk will help: (1) review and assist document production protection; (2) review and assist with updating forms and policies; (3) research as directed by the judge; (4) draft standard orders and set up standard orders in the Court's electronic case management; (5) draft orders as directed by the judge.

EDUCATION AND EXPERIENCE:

- Juris Doctorate.
- Experience in working with Dakota and/or other American Indian communities.
- Experience working in the judicial and legal field.
- Respectful intergenerational communication, organizational and leadership skills.
- Excellent organizational and computer skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Judicial Law Clerk will review, revise, and prepare court form documents, including standard orders, draft orders, research for orders. In addition, they will draft related policies and procedures to ensure full compliance across the judicial spectrum. The Judge will review and approve all documents, forms, and policies. Once approved, the new forms and documents will be implemented into the Lower Sioux Tribal Court.

SKILLS KNOWLEDGE AND ATTRIBUTES:

- Sensitivity and interest in working with diverse populations
- Curiosity to learn and develop professional skills
- Ability to see the big picture while also plan and complete detailed work plans

- Energy, assertiveness, initiative, creativity and willingness to try new approaches and techniques

PHYSICAL REQUIREMENTS:

There may be some travel within the county, within the State, and occasional travel for training nationwide.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

Please submit resume and cover letter to:
Karen Swann
Human Resource Coordinator
Lower Sioux Indian Community
39527 Reservation Highway 1
Morton, MN 56270
507-697-8650