



**Lower Sioux Indian Community  
In the State of Minnesota (LSIC)  
Contract Law Clerk  
Job Description**

**Title:** Contract Law Clerk

**Reports to:** LSIC General Council and LSIC Legal Counsel

**Fulltime Equivalence:** .5 FTE; 400 hours for two (2) years at \$120.00.

**Summary:** Calls for domestic violence crimes are the number two call for service to the LSIC Police Department with little knowledge or clarity on laws and policies to protect women across the justice system at LSIC. The Contract Law Clerk will assist with strengthening the LSIC codes protecting women victims of violence at LSIC.

**Duties:**

- 1) Gather all existing codes impacting the safety of women.
- 2) Review existing codes and recommend amendments.
- 3) Assist in identifying gaps and recommend new codes.
- 4) Input recommendations from culture bearers for new or updated codes and from Tribal Law, Codes, and Policies.
- 5) Draft amendments and new codes.
- 6) Work with Legal Counsel and Tribal Law and Policy Institute to finalize codes.
- 7) Assist Legal Counsel in presenting new codes and amendments for adoption by Community Council.
- 8) Assist in evaluation activities.
- 9) Perform other duties, as may be required.

**Skills Knowledge Qualifications Attributes:**

- Must be a licensed attorney in good standing in Minnesota or the highest court of a State.
- Have one to three years of legal experience and some experience working with tribes or drafting and/or amending laws, statutes, ordinances, policies and procedures in a government setting or similar experience.

- Ability to navigate in a positive and respectful way throughout LSIC.
- Knowledge of or willingness to learn generally traditional Dakota lifeways.
- Computer experience, including word processing, databases, spreadsheet and file management.
- Ability to travel within ten miles outside LSIC.
- Valid driver's license.

**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).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_