



White Earth Reservation Tribal Council

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White Earth, Minnesota 56591
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CHAIRMAN
Terrance "Terry" Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Law Clerk
Location: White Earth
Pay: \$26.23/hr

Benefits: Full

Open: 12-04-17
Close: 12-15-17
Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified candidate who is responsible for providing duties such as conducting legal research, preparing bench memos, drafting orders and opinions, proofreading the judge's orders and opinions, verifying citations, communicating with counsel regarding case management and procedural requirements, and assisting the judge during courtroom proceedings.

- Reviews, studies and researches laws, court decisions, documents, opinions, briefs, and related legal authorities.
- Compiles references on laws and decisions necessary for legal determinations.
- Confers with judge concerning legal questions, construction of documents and granting of orders.
- Attends court sessions to hear oral arguments.
- Prepares legal memoranda, statement of issued involved and proposed orders, including appropriate suggestions or recommendations to the judge.
- Prepares jury instructions and verdict forms.
- Performs word processing to provide timely, accurate management of cases and performs other duties and responsibilities as required or assigned.

Knowledge, skills & abilities:

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the judicial department.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state or national security operations for the protection of people, data, property, and institutions.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to write reports, business correspondence and/or procedure manuals.
- Skill in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook) and skilled in the operation of office equipment, including: copiers, fax machines etc.

Qualifications Required:

- **Graduation from an accredited law school.**
- **Licensed to practice law before the highest court of any State.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference-a Drug Free Workplace-Tests for alcohol and illegal drug use will be required.