



WHITE EARTH RESERVATION

VICE CHAIR & DISTRICT III Eugene "Umsy" Tibbetts SECRETARY-TREASURER Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. DISTRICT II Kathy Goodwin

Job Announcement

Position: Legal Intern
Location: White Earth
Pay: \$15.57/hr

Open: 04-15-19
Close: 04-19-19
Status: Full time

This position is responsible for providing law clerk and administrative assistance to the Family Law Attorney, Tribal Attorney, Deputy General Counsel and General Counsel, communicating with counsel regarding case management and procedural requirements, and completing research and drafting as needed. This position provides support to the Attorneys through efficient drafting and filing of legal documents and other duties as may arise from time to time.

- Performs Legal Research and writing.
- Independently use time efficiently to prioritize and perform multiple tasks to meet multiple concurrent deadlines and manage large volumes of work.
- Maintain Client files to ensure compliance with Court policies and procedures.
- Creates files for new clients and projects.
- Assist with Tribal Attorney with daily functions.
- Assists Tribal Attorney in preparation for hearings, trials, presentations, and other meetings as assigned.
- Performs word processing to provide timely, accurate management of cases.
- Generates and issues notices, summons, subpoenas, forms, petitions and other court related documents.

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, transcriptions, designing forms, and other office procedures and terminology.
- Ability to communicate effectively, both orally and in writing.
- Ability to write reports, business correspondence and/or court documents.

Qualifications Required:

- Current enrollment in an accredited law school with completion of at least one (1) year coursework.
- Valid MN driver's license and insurance for travel between sites and other business related destinations.
- Must be able to pass a criminal background check and drug screening.

Mail Applications to:

White Earth Reservation Business Committee
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.

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (218) 983-4343