



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Appellate Court Judge	Open Date:	November 21, 2022
SLT Program:	Spirit Lake Tribal Court	Close Date:	Until filled

Position Objective: The Appellate Court Judge is responsible for fairly and impartially hearing, deciding and rendering written legal opinions in appellate court cases before the Spirit Lake Court of Appeals (Appellate Court).

Major Duties & Responsibilities:

- Carry out all duties and responsibilities as set forth in Title 2, Chapter 11 of the Spirit Lake Law & Order Code.
- Evaluate and initiate the development or improvement of Appellate Court operations and policies.
- Preside over all scheduled Appellate Court hearings.
- Prepare and issue legal opinions in Appellate Court cases.

Qualifications, Experience, and education required:

- Must be 25 years or older
- At a minimum, all Appellate Court Judges shall have a Juris Doctorate from an accredited law school.
- Preferred: Licensed attorneys who are a member in good standing with any state bar or federal court.
- Admitted or eligible for admission to practice in the Tribal Court.
- Demonstrated competency and experience in issuing written legal opinions is preferred.
- Must demonstrate a knowledge and understanding of legal issues specific to tribal communities including tribal sovereignty and the criminal and civil jurisdictional framework regarding tribal, federal, and state authority in Indian country.
- Must be of high moral character and integrity.
- Must not have been convicted of any felony or currently be subject to any disciplinary proceeding under the rules and standards of professional conduct governing lawyers established by the jurisdiction(s) where licensed or admitted to practice law or the American Bar Association's Rules of Professional Conduct.
- Prefer one (1) or more years of experience as a practicing attorney in one (1) or more legal fields relevant to the duties and responsibilities as an Appellate Court Judge.
- High level of written and oral communication skills.
- Ability to interact constructively with people in emotional and adversarial situations.
- Exceptional ability to think on his or her feet and to identify and analyze legal issues.
- Highly independent and organized.

- Demonstrated ability to meet deadlines.
- Well-developed interpersonal skills and ability to work in a supportive and professional manner with other attorneys, support staff and other Appellate Court Judges.
- Professional demeanor and appearance and enthusiasm for the law and public service.
- Thorough knowledge of and commitment to professional ethics, particularly those rules that relate to the role of a Judge/Appellate Court Judge.

Job Role:	Appellate Court Judge	Company Industry:	Spirit Lake Tribe Courthouse
Employment Status:	Part-time no benefits, independent contract court personnel	Manages Others:	No
Hourly Salary Range:	Part-time, no benefits, independent contractual court personnel.	Supervision:	Spirit Lake Tribal Council
Number of Vacancies:	Three (3)		

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	katerid@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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