



Spirit Lake Tribal Court
Attn: Joseph Vetsch
P.O. Box 30
Fort Totten, North Dakota 58335
(701) 766-4244 or (701) 351-0371
chiefjudge@gondtc.com or joevetsch@yahoo.com

Job Title:	Juvenile Presenting Attorney	Open Date	February 8, 2023
Department:	Spirit Lake Tribal Court	Close Date	Until Filled

Position Objective: This position is responsible for representing Spirit Lake Social Services and the interests of the Spirit Lake Tribe in juvenile deprivation proceedings before the Spirit Lake Tribal Court.

Major Duties and Responsibilities:

- Capable of representing Spirit Lake Tribal Social Services in all legal proceedings.
- Initiate and present legal proceedings in the Spirit Lake Tribal Court.
- Conduct research, interview caseworkers & witnesses, and handle other details in preparation for Court.
- Draft: petitions, proposed orders & legal briefs
- Develop strategy, arguments, and testimony in preparation for presentation of cases.
- Prepare and review pleadings for cases of child abuse, neglect, deprivation, dependency, termination of parental rights and adoption.
- Interpret laws, rulings, and regulations for Spirit Lake Tribal Social Services.
- Organize and assist in the scheduling of cases.
- Monitor service of process.
- Participate in training opportunities and travel as necessary.
- Ability to work with multi-disciplinary teams.
- Preserve and uphold the Spirit Lake Tribe’s Constitution and By-laws, Law and Order Code, Ordinances, Resolutions, and all applicable federal laws.
- Perform other duties as assigned.

Qualifications, Experience, and Education Required:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function(s):
- A law degree (Juris Doctorate) from an accredited law school.
- Be a member in good standing and licensed to practice law in any state or federal court.
- Be eligible for admission to the Spirit Lake Tribal Court.
- Demonstrate competency in a courtroom setting.
- Be of high moral character and integrity.

- Be able to commit at least part-time to this position.
- Have experience with children and families.
- Have good interpersonal and communication skills.
- Interact tactfully and positively with the Spirit Lake Tribal Council, with all levels of staff, with Tribal members, and with opposing parties.
- Maintain confidentiality.
- Read, analyze, and interpret legal documents.
- Write reports, legal correspondence, and pleadings for litigation.
- Effectively present information and respond to questions to and from the Tribal Council, employees, and other individuals and groups.
- Advocate on behalf of the Tribe in a variety of settings.
- Solve practical problems and deal with a variety of variables in situations where limited standardization exists.
- The ability to operate a personal computer, multi-line telephone and use common electronic media.
- The ability to read, write, communicate, and interpret information accurately in English.
- The ability to concentrate and consistently produce accurate work.
- The position is frequently required to sit, reach with hands and arms, talk, hear, stand and walk.

Job Role:	Juvenile Presenting Attorney for Spirit Lake Tribal Social Services	Company Industry:	Spirit Lake Tribe Spirit Lake Tribal Court
Exempt/Non-exempt		Closing Date:	Until Filled
Employment Status:	This position could possibly be filled with a full-time employee who would receive benefits, leave, etc.... It could also be satisfied with a part time contract that would pay a competitive hourly rate. Minimum of 18-20 hours/week.	Supervision	Spirit Lake Tribal Court Tribal Court
Yearly Salary Range:	\$73,400+	Manages Others:	No
Number of Vacancies:	One	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Tribal Court. ATTN: Chief Judge, Joseph Vetsch	Email:	joevetsch@yahoo.com
Address:	P.O. Box 30	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335

Phone:	701-351-0371	Fax:	(701) 766-4776
Application Procedure	Submit Resume & cover letter. Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Please include a copy of a license to practice law in a state or federal court as well as a copy of valid driver's license. It is preferred that you provide names, addresses, phone numbers and permission to contact three professional references.		