



Pride of the Ojibwe
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Job Announcement

TRIBAL COURT LAW CLERK

Posting Date: September 14, 2023
Closing Date: Open Until Filled
Salary: \$30.00 - \$35.00 per hour DOQ
Location: LCO Tribal Court
Supervisor: Chief Judge

SUMMARY: This position announcement summary is intended to clearly delineate the duties and responsibilities of the judicial law clerk assigned to the Tribal Court. The duties and functions of the Tribal Court judicial law clerk are determined by the Chief Judge. Typically, the judicial law clerk will conduct legal research, draft orders and/or opinions and Tribal Court policy, proofread the judge's orders and opinions, verify citations, and handle other legal administrative duties that may arise. Judicial law clerks must work cooperatively with court personnel and conduct themselves with professionalism.

MINIMUM QUALIFICATIONS:

- Candidates will have graduated from an accredited law school and must be licensed to practice law in the State of Wisconsin prior to their start date.
- Have education and training in preparing and working with legal documents.
- Must have time management skills and the ability to meet deadlines.
- Ability to interact professionally with diverse groups (i.e., court personnel, tribal members, tribal police, other departmental staff, etc.).
- Must have good oral and written communication skills and be able to work effectively with people of different age groups and backgrounds.
- Have prior experience and basic knowledge of standard office equipment in an office setting (i.e., computer, fax, scanner, copier, shredder).
- Must have good work ethic, be well organized and be able to work independently.
- Must maintain professional demeanor and appearance.

**LCO Tribal Government
Human Resource Dept
Tribal Court Law Clerk**

- Ability to maintain strict confidentiality in all matters while employed with the Tribal Court.
- Must have reliable transportation in order to arrive at the workplace.
- Must be able to pass a background check and pre-employment drug screening.
- Must be able to work 40 hours per week.

DUTIES AND RESPONSIBILITIES:

- Provide drafting assistance to Judge through drafting of court orders and legal memoranda, as needed.
- Prepare legal files for legal research subjects, both electronic and paper.
- Legal research using WestLaw and other sources, as needed.
- Provide drafting assistance to Judge through drafting of inner office policies.
- Adhere to all Tribal policies and procedures.
- Perform other judicial clerical duties as assigned.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume, and at least three (3) letters of reference. Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

HR FAX: 715-699-1209

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**Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies and Procedures**