



*Pride of the Ojibwe*

13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

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## ASSOCIATE JUDGE/PRO TEMPORE JUDGE

**Posting Date:** February 9, 2026  
**Closing Date:** Open Until Filled  
**Salary:** DOQ  
**Location:** LCO Tribal Court  
**Supervisor:** Chief Judge

### **SUMMARY:**

The associate judge is responsible for fairly and impartially hearing and deciding judicial matters within the jurisdiction of the LCO Tribal Court. In addition to the responsibilities listed below, the associate judge is responsible for protecting and enhancing the Tribe's sovereignty and administering all cases and controversies arising in law or equity under the Tribe's Constitution. The associate judge should be prepared to apply relevant LCO Code of Law, Federal Indian law, U.S. Supreme Court rules, relevant WI state law and case law when presiding over trials to the court, pre-trial conferences, motions, and other hearings. The associate judge will preside over cases where the Chief Judge has a conflict, or as otherwise assigned by the Chief Judge.

### **MINIMUM QUALIFICATIONS:**

- This position requires a Juris Doctorate from an accredited law school and State Bar membership in good standing from any state with a minimum of five (5) years of legal experience.
- Have education and experience working with Tribal law and Federal Indian law and be able to prepare legal documents.
- 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.).

**LCO Tribal Government  
Human Resources Dept  
Assoc Judge/Pro Tempore Judge**

- 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.
- Have no prior incidents of a breach of confidentiality.
- Ability to maintain strict confidentiality in all matters while employed with the Tribal Court.
- Must be able to pass a background check and pre-employment drug screening.
- Applicants must be able to work flexible hours not to exceed 25 hours per week.
- Have reliable transportation to travel to the Tribal Court.
- Be able to appear via Zoom for Tribal Court hearings, if necessary.

**DUTIES AND RESPONSIBILITIES:**

- Conduct and control court proceedings.
- Render sound legal opinions.
- Prepare written documents utilizing organized thoughts and proper sentence structure, punctuation and grammar.
- Appraise factual situations and make prompt decisions in accordance with the law.
- Exercise good judgment and discretion.
- Maintain proper courtroom decorum.
- Handle adverse, critical and confrontational situations in a stressful environment.
- Have ability to perform legal research using WestLaw and other sources, as needed.
- Adhere to all Tribal policies and procedures.
- Build an effective working relationship with court personnel and the general public.

**Application Procedure & Requirements:**

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **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**

**LCO Tribal Government  
Human Resources Dept  
Assoc Judge/Pro Tempore Judge**

**Hayward, WI 54843**

**Fax (715) 634-4797**

**HR Fax (715) 699-1209**

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***Tribal Preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***