



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

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Legal Interns – LTE - Job Posting

Position:	Legal Interns
Posting Date:	January 7, 2026
Closing Date:	Open Until Filled
Hourly pay:	Dependent on experience
Location:	LCO Office of the Attorney General/Remote
Supervisory Control:	Attorney General/Legal Support Specialist

MINIMUM QUALIFICATIONS:

- Bachelors Degree and currently in law school; education or equivalent work experience in a legal profession ***preferred but not required at the discretion of the Attorney General.***
- Experience in document tracking, preparation, clerical and administrative procedures, preferred but not required.
- Willingness to learn, take direction and complete any required trainings as needed.
- Must have strong work ethic, good attendance, well organized and a self-starter.
- Ability to problem solve, maintain proper documentation, organization, and multi-tasking skills.
- Must have good oral and written communication skills and must work effectively with other people at a variety of ages and backgrounds.
- Have prior experience or basic knowledge of standard equipment in an office setting (i.e., computer, fax, scanner, multi-line telephones).
- Have previous experience working with a personal computer and proficiency with Microsoft Office and various computer programs/software (i.e., Outlook, Word, Excel, PDF).
- Ability to work independently, and to be self-motivated, organized.
- Ability to multitask and manage a significant number of assigned duties simultaneously to get work/assignments completed in a timely manner.
- Ability to exercise good judgment, meet strict deadlines, and work well under pressure.
- Must maintain professional demeanor and appearance at all times.

- Have well-developed interpersonal skills, maturity, and ability to work in a supportive and professional manner with attorneys, support staff, other tribal staff, and general public.
- Have knowledge of and commitment to professional ethics.
- Ability to always maintain and adhere to strict confidentiality in all matters.
- Employment may be contingent upon the satisfactory result of a comprehensive background check and pre-employment drug testing at the discretion of the Attorney General.

DUTIES AND RESPONSIBILITIES:

- Work on legal tasks, projects, and issues assigned by the Attorney General or Legal Support Specialist.
- Provide general clerical support within the Office of the Attorney General.
- Maintain, organize, and file legal files, records, and documents to appropriate files.
- Scan and save files, records, and documents to appropriate e-file(s) and/or shared drive(s) when necessary.
- Create physical files with appropriate labels.
- Provide support to all staff of the Office of Attorney General with assigned tasks, and address staff needs promptly.
- Pick up daily incoming mail, and date stamp, sort, and route incoming mail to appropriate staff as may be directed.
- Perform back-up duties for the Legal Support & Deputy Legal Support Specialists as needed or directed.
- Provide all duties in a professional manner at all times.
- Adhere to all tribal policies and procedures.
- Other duties as assigned.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the Attorney General and/or Legal Support Specialist to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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
Hayward, WI 54843
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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 in accordance with
qualification determinations made by the Attorney General.***