



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

### **Job Description**

## **Child Support Attorney**

**Job Title:** Child Support Attorney  
**Posting Date:** November 7, 2022  
**Closing Date:** Open Until Filled  
**Salary:** Negotiable (Depending on experience)  
**Organization:** LCO – Child Support Services  
**Job Location:** LCO Child Support Offices

### **Summary:**

The Child Support Attorney will represent the interests of the Child Support Program in Tribal, State and Federal forums, and will assist all legal aspects of case management and program operations. Program legal oversight of the Child Support Attorney shall be provided by the Legal Department. Direct supervision of the Child Support Attorney shall be provided by the IV-D director. The Child Support Attorney will be under an employment contract with the Child Support Program. Continuation of this position is contingent upon funding.

### **Duties:**

1. Maintain responsibility for all work assigned.
2. Provide reports to the Assistant Attorney General and as requested by the Tribal Governing Board.
3. Meet all requirements to maintain licensing with the state of Wisconsin or have the ability to obtain such licensing within one year.
4. Research legal questions, analyze problems and prepare memorandums and correspondence for review and/or signature of Tribal Governing Board as requested.
5. Travel as needed and/or requested.
6. Work with other counsel as needed/or required.
7. Contribute to a team effort and accomplish related results as required.
8. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures and Area and Program Strategic Plans and Policies.

9. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
10. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by program needs.

**Qualifications:**

1. Knowledge and/or training in Federal Indian and Tribal law, conflict resolution, mediation, and negotiations.
2. Knowledge and experience of Indian Law and its ramifications on practice within local, state, Federal and Tribal courts, and agencies.
3. Knowledge and experience in general practice and litigation.
4. Ability to present a professional appearance and demeanor as a representative of the Lac Courte Oreilles Tribe.
5. Skill on operating various word-processing, spreadsheets, and database software programs in a windows environment.
6. Must adhere to strict confidentiality in all matters.
7. Must be willing and able to obtain additional education and training.
8. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during employment.
9. Must pass a background check prior to and during employment.
10. A valid driver's license, reliable transportation, and insurance.
11. Must maintain good standing in the State Bar of Wisconsin.
12. Network and work collaboratively with federal, state, and other Tribal IV-D program staff to best serve the needs of the Child Support Program and ensure a successful program is maintained.
13. Attend seminars, workshops and conferences as needed/required.
14. Attend and participate in community and staff meetings.
15. Develop methods and update new tribal, state, and federal policies where applicable.

**Application Procedure:**

Submit a **completed** LCO Employment Application and Authorization to Release Information, resume, at least **three (3) personal reference letters**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **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 Resource Dept  
Child Support Attorney**

**Hayward, WI 54843**

**Fax (715) 634-4797**

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

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**[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)**

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