

Sisseton Wahpeton Oyate

Job Description

Job Title: In-House Attorney II

Reports to: Attorney I and Chairman.

Summary:

Under the administrative direction of Attorney I and the Chairman, the In-House Attorney II performs general legal work, including but not limited to general legal advice to the Tribal Council, departments, agencies, boards and committees; representation in Tribal, State, and Federal Courts and hearings; writing, development, and revision of codes; and legal research.

Duties and Responsibilities:

- Staff Attorney for the SWO Legal Department.
- Research, prepares, presents and/or critiques all manner of legal and other documents as directed by Attorney I, Tribal Executives or Tribal Council.
- Provides regular and periodic legal reviews to Attorney I, Tribal Executives or Tribal Council of the implications on Tribal interests of enacted and pending federal and state legislative actions.
- Provides legal advice, contract review, and representation of the Dakota Nation Gaming Enterprise (“DNGE”).
- Responsible for the SWO Codes Project, in conjunction with Attorney I and other tribal staff, boards, and committees.
- Investigates and proceeds with legal enforcement actions where violations of Tribal codes and regulations have occurred or alleged to have occurred.
- Upon the request of the Council or Executives, attends Tribal Council meetings, participates in discussions and provides legal advice as appropriate.
- At the direction of Tribal Council represents the Tribe in legal forums and courts of laws and in administrative and private forums.
- Provides legal advice on intra-tribal personnel matters when requested by the Tribal Chairman and/or Tribal Council to provide such advice.
- Tracks activities and coordinates with federal, state land and resource management agencies as assigned.
- Reviews and provides legal advice to the Tribal Council of the legal implications of all draft and proposed tribal regulations and codes.
- Provides legal review of Tribal contractual documents.
- May represent the Tribe at national conferences, state and federal agency events, societies and associations where legal issues that affect the Tribe are presented or discussed.
- Provides trainings, presentations, and/or the facilitation of meetings as assigned.
- Provides legal advice and representation to boards and committees as assigned by Attorney I, Tribal Executives, and/or Tribal Council.
- Continue professional development, including continuing legal education and/or training.

- Perform other duties as assigned by Attorney I, Tribal Executives, and/or Tribal Council.

Qualification Requirements:

- Must be tribal, state and federally licensed and be in good standing in all jurisdictions.
- Comprehensive knowledge of the Indian law and tribal, state and federal laws and regulations, particularly in regards to administrative and regulatory functions. Knowledge of the methods and techniques of legal research, use of law books, lobbying tactics, state and federal court legal processes and procedures. Knowledge of the principle, methods and practices of the self-determination Act, P.L. 93-638, related federal and state laws affecting Tribal activities and processes.
- Ability to analyze, appraise and organize facts, evidence and precedents; to present such material in clear and logical form for oral, written, or extemporaneous presentation; to exercise initiative and good judgement in creating, interpreting, and applying law, policies, regulations procedures, and administrative methods. Ability to establish and maintain effective working relations with Tribal Council members, Tribal Executive staff, Court officials, Tribal, State and Federal governmental officials and political figures, Tribal Program staff and the general public. Ability to be sensitive to current and potential legal and political problems and be able to objectively and analytically devise practical solutions quickly and effectively.
- Knowledge of the Sisseton-Wahpeton Oyate history and culture as this is important in representation of the Tribe.

Education and/or Experience:

- Graduate from an accredited school of law, with a minimum of five (5) years experience in the practice of law, governmental service or similar legal endeavor and substantial experience in the administration and management of law firms or offices must have litigation experience in Tribal, Federal and State Courts. Three of the five years must be experience working in the legal context of Indian Tribes.
- Excellent written and oral skills.
- Must successfully pass a pre-employment drug screening test and willing to submit to a criminal background check.

Approved: _____ Date: _____
Tribal Chairman

Approved: _____ Date: _____
Tribal Vice-Chairman

Approved: _____ Date: _____
Tribal Secretary

Approved: _____ Date: _____
Attorney I