

Sisseton Wahpeton Oyate

Job Description

Job Title: TRIBAL COURT ADVOCATE/LEGAL ASSISTANT

Location: Sisseton Wahpeton Oyate Public Defenders Office

Essential Functions:

1. Defend tribal members charged with crimes in tribal court
2. Defend Juvenile cases in tribal court
3. Represent tribal members in abuse and neglect proceedings, and involuntary commitment actions.
4. Develop a case management system to fit needs of Public Defenders
5. Develop scheduling system for Office
6. Assist Public Defender in state and federal matters, including research and case management.
7. Assist Public Defender in working with and interviewing state cases.
8. Must be willing to travel to other counties with short notice.

Job Qualifications:

1. Bachelor's degree, Paralegal Certificate, Legal Assistant, similar degrees or combination of Education and Experience sufficient to meet the requirements of the position
2. Must have computer skills and knowledge of Microsoft Office, including Excel and Outlook Express.
3. Must have exceptional record keeping and management abilities
4. Must have basic knowledge of tribal, state and federal laws pertaining to tribal members
5. Must have case management skills and strong organizational skills
6. Must work independently and have ability to meet deadlines and time constraints
7. Must have exceptional level of integrity, a strong sense of urgency and be results orientated
8. Must have exceptional written and oral skills with strong ability to advocate and persuade
9. Must have the ability to maintain level of reason in a highly emotional and or adversarial situation
10. Must have ability to think on their feet
11. Must be able to present the theory of a case
12. Interpersonal skills a must
13. Must work be willing to network with all other agencies pertaining to a case, i.e. other attorney's, advocates, support staff

14. Must have strong legal ethics and confidentiality standards

Review and concur: R. Toof 5-17-16
Public Defender Date

Approved Carroll 5-24-16
Date