

Sisseton-Wahpeton Oyate

Job Description

Job Title: In-House Attorney II

Reports to: Tribal Executives

Summary:

Under the administrative direction of the Tribal Executives, the In-House Attorney II performs general legal work, including but not limited to general legal advice to 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:

- Staff Attorney for the SWO Legal Department
- Research, prepares, presents and/or critiques all manner of legal and other documents as directed by the Tribal Executives and/or Tribal Council.
- Provides regular and periodic legal reviews to the Tribal Executives 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 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 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 Executives 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 reviews 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 the Tribal Executive and/or Tribal Council.


- Continue professional development, including continuing legal education and/or training.
- Perform other duties as assigned by Tribal Executive and/or Tribal Council.

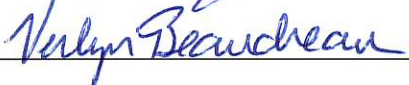
Qualification Requirements:

- Must be a licensed attorney and in good standing in the state of South Dakota.
- Must obtain a SWO tribal and federal court license within 6 months 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 judgment in creating, interpreting, and applying law, policies, regulations procedures, and administrative methods. Ability to stimulate and administer the In-House Attorney staff toward achievement of defined goals. 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:

- Graduation from an accredited school of law, with at least 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 litigations experience in Tribal, Federal and State Courts. Three to 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 11/30/21
 Tribal Chairman

Approved  Date 11/30/21
 Tribal Vice-Chairman

Approved  Date 11/30/2021
 Tribal Secretary