

## Sisseton-Wahpeton Oyate

### Job Description

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**Job Title:** Legal Administrative Assistant

**Department:** Judicial Committee

**Reports to:** Judicial Committee Chairperson & Tribal Vice Chairman

**Summary:**

The Legal Administrative Assistant is under the administrative authority of the Judicial Committee Chairperson. The Legal Administrative Assistant performs all functions necessary for the operations of the Judicial Office.

**Duties:**

1. Responsible for sending and delivering all mail and communications.
2. Maintains well-organized filing system for Codes, Judicial Committee minutes and other documents relative to the Judicial Office operations.
3. Distributes communications and documents as directed by the Judicial Committee Chairperson and/or the Judicial Committee.
4. Responsible for scheduling Judicial Committee meetings and sending out notices to the committee members.
5. Responsible for scheduling public forums and placing notice of these meetings in the local newspapers.
6. Must maintain a professional demeanor when dealing with the public.
7. Track office expenditures and process paperwork to pay the Committee bills.
8. Must attend the Judicial Committee meetings, take notes and type the minutes for Committee review and approval.
9. Answers the telephone, responds to Committee emails and performs other secretarial duties as directed.
10. Must maintain confidentiality.

**Minimum Qualifications:**

1. Previous experience in the legal clerical field is preferred but not required.
2. Must maintain an alcohol drug free lifestyle.
3. High School Diploma or GED.

Approved by: Lorraine Rousseau Date: 8/30/19