

Sisseton-Wahpeton Oyate

Job Description

Job Title: Tribal Court Advocate/Legal Assistant

Essential Functions:

1. Defend Tribal Members charged with crimes in Tribal Court.
2. Defend juvenile cases in Tribal Court when necessary.
3. Represent Tribal Members in abuse and neglect proceedings, and involuntary commitment actions.
4. Develop a case management system for Office.
5. Assist Chief Public Defender in state and federal matters, including research and case management.
6. Assist Chief Public Defender in working with and interviewing Tribal and State cases.
7. Must be willing to travel to other counties with short notice.

Job Qualifications:

1. Bachelor's degree, Paralegal Certificate, Legal Assistant or similar degree/combination of education and experience sufficient to meet the requirements of the positions.
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 work independently and have ability to meet deadlines and time constraints.
6. Must have exceptional level of integrity, a strong sense of urgency and be results orientated.
7. Must have exceptional written and oral skills with strong ability to advocate and persuade.
8. Must have case management and strong organizational skills.
9. Must have the ability to maintain level of reason in a highly emotional and or adversarial situation.
10. Must have the ability to think on their feet.
11. Must be able to present the theory of a case.
12. Interpersonal skills a must.
13. Must be willing to network the all other agencies pertaining to a case, i.e. other attorney's, advocates, support staff.
14. Must have strong legal ethics and confidentiality standards.

Approved _____

Date _____

8-27-25

Tribal Court Advocate/Legal Assistant