
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



POSTED: April 19th, 2024

DEADLINE: May 3rd, 2024

JOB DESCRIPTION

POSITION: Law Clerk

DEPARTMENT: Legal Department

LOCATION: Lac Vieux Desert Tribal Administrative Center

SUPERVISOR: Lac Vieux Desert General Counsel

EMPLOMENT: Full-Time

SALARY/PAY RATE: \$25.00 per hour (Part-Time/Seasonal)

DESCRIPTION:

The Law Clerk will assist in the duties with the staff in the Legal Department. This position will be flexible with Law Student class schedule if outside of the dates of May 15, 2024-August 15, 2024.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts or a Bachelor of Science degree with 1st year law school completed 2nd year preferred.
- Native American Law coursework, preferred.
- Intent to practice Tribal Law and Federal Indian Law.
- Familiarity with Tribal Communities and Cultures

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to maintain the strictest confidentiality of legal department/tribal project/personal/ private information.
- Conducting legal research and analysis to help attorneys in drafting legal documents, such as briefs, memos, and contracts.

- Reviewing and analyzing legal documents to identify pertinent information, flag potential issues, and ensure the receipt of appropriate Tribal government approvals.
- Assisting attorneys with preparing for meetings, trials, hearings, and depositions by organizing meeting materials, preparing resolutions, exhibits, coordinating witnesses, and creating and distributing case/meeting materials.
- Communicating with Tribal Departments, court personnel, Tribal Membership and other government agencies to gather information or clarify legal issues.
- Drafting routine correspondence and pleadings, such as petitions, complaints, discovery requests, subpoenas, motions, deeds, easements and other property related documents.
- Proofreading correspondence, memoranda, and other legal documents as required.
- Monitoring litigation and regulatory developments to identify opportunities or risks for the Tribe.
- Assisting in the preparation of Fee to Trust Applications and coordinate responses to various governmental agencies related to the same.
- Other duties as assigned by the General Counsel.

OTHER SKILLS AND ABILITIES:

- Must have at least some experience working with computers.
- Must have good oral and written communication skills.
- Must have good organizational, filing, phone, and typing skills.
- Must be able to work under pressure and handle multiple projects.
- Ability to work independently, with people in a group setting, and be a team player.
- Must be reliable and maintain confidentiality.
- Must be able to deal effectively with employees, court personnel, and consultants at all levels.

REQUIRED APPLICATION MATERIALS:

- Cover Letter
- Resume
- Legal Writing Sample
- Law school transcript
- One letter of recommendation
- References

Please submit application materials to General Counsel, Karrie S. Biron at karrie.biron@lvd-nsn.gov.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position. Native American preference shall apply in accordance with Lac Vieux Desert Policy.

Date Approved by the Tribal Council: April 11, 2024

