



**Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209**

LCO Tribal Public Defender Job Posting

POSTING DATE: March 15, 2024
CLOSING DATE: Open Until Filled
POSITION: LCO Public Defender General
LOCATION: Tribal Administration Building
SUPERVISORY CONTROL: Lac Courte Oreilles Tribal Governing Board
SALARY: Negotiable–Dependent on Qualifications and Work Experience

QUALIFICATIONS:

- Must have a Juris Doctorate from an accredited Law School.
- Admission to practice law by the WI Supreme Court prior to start date.
- General knowledge of Federal Indian law with emphasis on applicable current federal and state case law, statutes and regulations relating to Indian tribes is beneficial but not mandatory.
- Excellent oral and written communication skills; must work effectively with other people at a variety of ages and levels, competency in various computer programs, and able to work independently to get a project completed.
- Proficiency in legal research techniques, electronic research skills, and knowledge of legal and other resources.
- Ability to identify and analyze legal issues and present legal theories.
- Independent and organized and able to manage significant number of matters simultaneously.
- Professional demeanor and appearance; and demonstrated ability to meet deadlines in fast-paced environment.
- Well-developed interpersonal skills and ability to work in a supportive and professional manner with other attorneys, support staff and client agencies.
- Knowledge of and commitment to professional ethics.
- Valid state driver's license and able to meet minimum insurance requirements.
- Employment is contingent upon the satisfactory result of a Security Background Check, and pre-employment drug testing.

DUTIES AND RESPONSIBILITIES:

- Serve as the Public Defender for enrolled LCO Tribal members in Wisconsin state courts.
- Provide legal representation/legal services for enrolled LCO Tribal Members in criminal matters in WI State Circuit Court(s) (e.g., litigation, negotiations);
- Prepares legal documents, including pleadings, motions, briefs, etc.
- Oversee LCO Public Defender support staff.
- Build and develop the Lac Courte Oreilles Public Defender Officer.
- Develop Lac Courte Oreilles Public Defender procedures and policies.
- Preference given to licensed WI attorneys with experience in criminal defense work.

Application Procedure:

Interested applicants should complete and submit the following:

1. An LCO Employment Application (see tribal website).
2. Release and Authorization Form (see tribal website).
3. Cover letter.
4. Current resume.
5. Copy of unofficial law school transcripts with degree date.
6. Certificate of Good Standing for any jurisdiction where licensed.
7. Three (3) letters of reference.
8. Proof of enrollment if claiming tribal employment preference.

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

Tribal Employment Preference will be extended first to Lac Courte Oreilles Tribal Members, then to other enrolled members of other tribes, then all other qualified applicants who meet the minimum qualifications of the position. This hiring preference is in accordance with the Lac Courte Oreilles Personnel Policy Manual.