

## **June 29, 2010 Special Session of the Crow Tribal Legislature**

Legislative Resolution No. LR10-16

Introduced by the Crow Tribal Legislature

A Legislative Resolution Titled:

### **A Resolution of the Crow Tribal Legislature Establishing a Student Internship Program and Authorization to Hire Two Legislative Branch Interns for the Summer of 2010**

**WHEREAS**, the Crow Tribal Legislature ("Legislature") is authorized to adopt resolutions, regulations and guidelines for the governance of the Crow Tribe of Indians pursuant to Article V, Section 2(a) of the Constitution and Bylaws of the Crow Tribe of Indians; and

**WHEREAS**, the Legislature is a separate branch of the Crow Tribal Government; and

**WHEREAS**, the Legislature has determined there is a need to establish a Legislative Student Intern Program for the purpose of providing training and education for Crow tribal members and to assist the Legislature in carrying out its functions; and

**WHEREAS**, the Legislature seeks to support the education of Crow tribal members in the operation of their government; and

**WHEREAS**, the Legislature has a demonstrated need for a legal research intern and a general legislative intern; and

**WHEREAS**, a budgetary amendment is required to fund the Legislative Student Intern Program, which the Revenue Committee has reviewed and approved.

### **NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CROW TRIBAL LEGISLATURE IN SPECIAL SESSION:**

That there is hereby established annually the Legislative Student Intern Program, which shall be considered an amendment to the Personnel Policy established by LR 08-06.

That the Student Intern Program shall consist of one (1) legal intern and one (1) legislative intern for the 2010 Fiscal Year, whom shall be hired by the Speaker of the House and Secretary of the House, with an appropriation authorization of \$20,000, including payroll deductions.

That the duties and responsibilities of the summer interns be governed by the position descriptions attached to this Resolution.

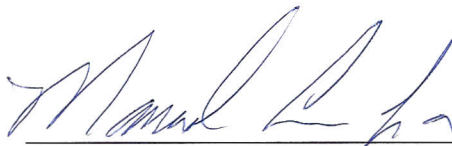
**A Resolution of the Crow Tribal Legislature Establishing a Student Internship Program and Authorization to Hire Two Legislative Branch Interns for the Summer of 2010**

That given available funding, the Student Intern Program shall be increased in size and funded annually by the Legislature as a line-item in the Branch budget.

That, finally, this Resolution shall take effect immediately upon passage by the Legislature and certification by the Speaker of the House and the Secretary of the Legislature.

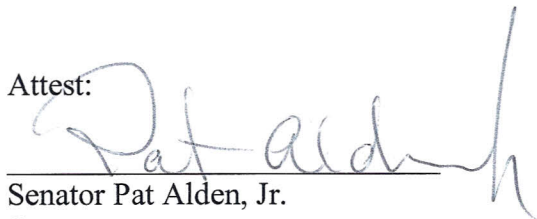
### CERTIFICATION

I hereby certify that this **LR10 -16** was duly approved by the Crow Tribal Legislature with a vote of 17 in favor, 0 opposed, and 0 abstained and that a quorum was present on this 29th day of June 2010.



Senator Manuel Covers Up, Sr.  
Speaker of the House,  
Crow Tribal Legislature

Attest:



Senator Pat Alden, Jr.  
Secretary,  
Crow Tribal Legislature



**A Resolution of the Crow Tribal Legislature Establishing a Student Internship Program and  
Authorization to Hire Two Legislative Branch Interns for the Summer of 2010**

Bill or Resolution: LR10-16 Introduced by: Legislative Branch Date of Vote: 6/29/2010  
Number

<b><u>Representative:</u></b>	<b>Yes</b>	<b>No</b>	<b>Abstained</b>
H. Two Leggins	<u>  X  </u>	<u>          </u>	<u>          </u>
V. Pretty Paint	<u>  X  </u>	<u>          </u>	<u>          </u>
C. J. Stewart	<u>  X  </u>	<u>          </u>	<u>          </u>
K. Shane	<u>  X  </u>	<u>          </u>	<u>          </u>
S. Backbone	<u>  X  </u>	<u>          </u>	<u>          </u>
O. Half, Jr.	<u>  X  </u>	<u>          </u>	<u>          </u>
W. Plainfeather	<u>  X  </u>	<u>          </u>	<u>          </u>
R. Old Crow, Sr.	<u>  X  </u>	<u>          </u>	<u>          </u>
M. Not Afraid	<u>  X  </u>	<u>          </u>	<u>          </u>
V. Crooked Arm	<u>  X  </u>	<u>          </u>	<u>          </u>
L. DeCrane	<u>  X  </u>	<u>          </u>	<u>          </u>
C. Goes Ahead	<u>  X  </u>	<u>          </u>	<u>          </u>
B. Hugs	<u>          </u>	<u>          </u>	<u>          </u>
G. Real Bird, Jr.	<u>  X  </u>	<u>          </u>	<u>          </u>
M. Backbone	<u>  X  </u>	<u>          </u>	<u>          </u>
D. Wilson	<u>  X  </u>	<u>          </u>	<u>          </u>
P. Alden, Jr. <i>Secretary of the House</i>	<u>  X  </u>	<u>          </u>	<u>          </u>
M. Covers Up, Sr. <i>Speaker of the House</i>	<u>  X  </u>	<u>          </u>	<u>          </u>
<b>Totals:</b>	<u>  17  </u>	<u>    0    </u>	<u>    0    </u>

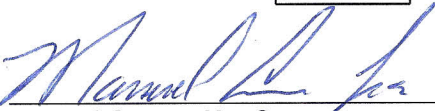
Result of Vote:

**Passed**

**Not Passed**

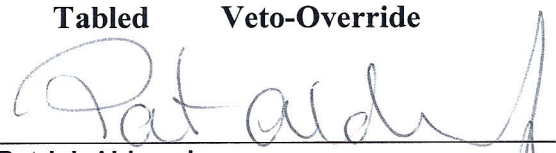
**Tabled**

**Veto-Override**



**Manuel Covers Up, Sr.**  
**Speaker of the House**

Date



**Patrick Alden, Jr.**  
**Secretary of the House**

Date



## **Crow Legislative Branch**

### **Job Description**

**Position : 12-week Summer Legal Internship**

#### **Mission Statement:**

The legal intern shall serve the elected Senators, assist the Speaker of the House, the Secretary of the House, the Legislative Attorney(s), the Committees of the Legislative Branch, all enrolled Crow Tribal members and members of the general public with:

- Fundamental fairness
- Professional conduct
- Respect
- Impartiality
- Loyalty
- High standards of ethical conduct, including but not limited to maintaining confidentiality of internal operational matters inherent to, in and before the Legislative Branch such that the functions and duties of the Legislative Branch are met, as defined in the Constitution of the Crow Tribe of Indians wherein Article V, is incorporated by reference attached and made as integral part herein.

#### **Summary:**

Provide a broad range of legal, paralegal, technical, and administrative support services to the Legislative Branch Legal Office. Assist in routine aspects of legal and/or factual research, code development, analysis and drafting of legal documentation. The Legal Intern cannot provide any legal advice to the Legislative Branch Legal Office. The Legal Intern may provide legal advice through the written endorsement of a licensed attorney in the Legislative Branch Legal Office.

#### **General duties and Responsibilities:**

Conduct legal and factual research and data analysis as directed; compile data from sources such as electronic and hard copy digest, encyclopedias, practice manual, and/or published law and regulations.

As specifically directed by the Speaker, Secretary and/or other Senators and the Office of Legal Counsel, to convey routine information to the Crow Legislature regarding legal and/or contractual issues associated with existing or proposed Tribal operations.

Prepare a wide variety of legal documentation under the Speaker, Secretary, and under the supervision Office of Legal Counsel; operates a personal computer to compose, edit, revise, tabulate, print letters, and legal documentation for attorney review.

Compile reviews and organizes evidence and other information for internal hearings, and meetings; as appropriate.

Draft or assist in drafting and review of contracts entered into by the Legislature, under guidance and supervision of attorneys and/or contract development specialist.

Help maintain appropriate departmental reconciliation file in compliance with the Tribal Accounts payable office.

To perform other tasks as assigned, as well as other related duties as may be required. ✓

**Minimum Job Requirements:**

High School diploma or GED with at least three (3) years of experience directly related to the general duties and responsibilities and those professional attributes specified in the knowledge, skills and abilities requirements. A post secondary degree from an accredited institution may be substituted for experience on a year-to-year basis. Coursework from an ABA-approved law school is preferred.

**Knowledge, Skills and Abilities required:**

- Skill in organizing resources and establishing priorities
- Skill in budget preparation and fiscal management
- Database management skills
- Knowledge of litigation and legal contract, agreement, and settlement procedures and documentation, including superior writing and grammar skills
- Ability to gather and organize legal evidence
- Knowledge of the principles and procedures of legal research
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Knowledge of office management principles and procedures
- Ability to maintain confidentiality of records and information
- Skill in the use of personal computers and commonly-used software applications
- Ability to draft legal documents, such as pleadings, legal responses, affidavits, adoption statements and briefs
- Knowledge of current and developing legal issues and trends in areas of expertise

**Working conditions:**

- Work is normally performed in a typical interior/office work environment
- Limited physical effort required

-Limited exposure to physical risk.

**Evaluation procedures**

Performance evaluation of the position will be evaluated in accordance with the provisions of the Legislative Branch Personnel Policy.

**Salary**

Shall be dependant on experience and education and in accordance with the provisions of established Legislative Branch policy.

Must be approved by the Legislature in Session.

## **Crow Legislative Branch**

### **Job Description**

**Position: 12-week Summer Legislative Internship**

#### **Mission Statement:**

The legislative intern shall serve the elected Senators, including the Speaker of the House and the Secretary of the Legislature, along with the Legislative legal office and administrative staff, the various legislative committees, and on occasion members of the general public.

The legislative intern shall adhere to the following guiding principals in carrying out his or her duties:

- Fundamental fairness
- Professional conduct
- Respect
- Impartiality
- Loyalty
- The highest standards of ethical conduct, including but not limited to maintaining confidentiality of internal operational matters inherent to, in and before the Legislative Branch such that the functions and duties of the Legislative Branch are met, as defined in the 2001 Constitution

#### **Summary of internship:**

To provide a broad range of support services to the Legislative Branch, including assistance in legal and/or factual research, code development, and analysis and drafting of legislative documents.

#### **General duties and Responsibilities:**

Conduct legal and factual research and data analysis as directed; compile data from sources such as electronic and hard copy digest, encyclopedias, practice manual, and/or published law and regulations.

Prepare a wide variety of legislative documents under the supervision of the House Speaker, Secretary, legal office, and administrative office.

Operate a personal computer to compose, edit, revise, tabulate, and print letters and other legislative documents.

Help maintain appropriate departmental reconciliation file in compliance with the Legislative Accounts payable office.

To perform other tasks as assigned, as well as other related duties as may be required.



**Minimum Job Requirements:**

High School diploma or GED with at least three (3) years of experience directly related to the general duties and responsibilities and those professional attributes specified in the knowledge, skills and abilities requirements. A post secondary degree from an accredited institution may be substituted for experience on a year-to-year basis. Coursework in political science and an interest in public administration is strongly encouraged.

**Knowledge, Skills and Abilities required:**

- Skill in organizing resources and establishing priorities
- Skill in budget preparation and fiscal management
- Database management skills
- Ability to gather and organize data
- Knowledge of the principles and procedures of legal and factual research
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Knowledge of office management principles and procedures
- Ability to maintain confidentiality of records and information
- Skill in the use of personal computers and commonly-used software applications
- Knowledge of current and developing legal issues and trends in areas pertinent to the Legislature, especially federal Indian law, public accounting, parliamentary procedures, natural resource management, public health, law enforcement, public transportation, and the judiciary

**Working conditions:**

- Work is normally performed in a typical interior/office work environment
- Limited physical effort required
- Limited exposure to physical risk

**Evaluation procedures**

Performance evaluation of the position will be evaluated in accordance with the provisions of the Legislative Branch Personnel Policy.



**Salary**

Shall be dependant on experience and education and in accordance with the provisions of established Legislative Branch policy.

Must be approved by the Legislature in Session.

## **Jackie Blacksmith**

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**From:** Jackie Blacksmith  
**Sent:** Tuesday, June 15, 2010 4:16 PM  
**To:** 'Jim Eshleman'  
**Cc:** Manuel Covers Up; Patrick Alden  
**Subject:** Legislative Branch Internship (2)

**Importance:** High

### **CROW LEGISLATIVE BRANCH**

#### **JOB DESCRIPTION**

##### **POSITION:**

- 12 WEEK SUMMER LEGAL INTERNSHIP (1)
- 12 WEEK GENERAL LEGISLATIVE INTERNSHIP (1)

##### **MISSION STATEMENT:**

The interns shall serve the elected Senators, assist the Speaker of the House, the Secretary of the House, the Legislative Attorney(s), the Committee's of the Legislative Branch, all enrolled Crow Tribal members and members of the general public.

Please mail in Resume and Cover Letter to Legislative Branch of the Crow Tribal Government, P.O. Box 309, 144 Makawasha Avenue, Crow Agency, Montana 59022.

Closing Date: June 25, 2010 @ 5:00 p.m.

You may pick up Job Description from the Legislative Branch Office.