



# STATE BAR OF SOUTH DAKOTA

*Newsletter*

*July 2025*

# SAVE THE DAY AND YOUR TIME

## Get covered in minutes.

You got into this business to help people. Until now, the villain in your story has been the time it takes to complete all those PDF applications. With ALPS, you can apply, pay, and secure your malpractice coverage in a flash!

***“The policy options and premiums for a solo practice are very competitive.”***

★ Trustpilot



[alpsinsurance.com](https://www.alpsinsurance.com)



Proudly endorsed  
by the **SBSD**



# State Bar of South Dakota

July 2025

## *Newsletter*

- 4 President's Corner  
John T. Richter
  - 6 Young Lawyers Section  
Mae Pochop
  - 10 Dean's List: News From The Law School  
Neil Fulton
  - 29 Checklists For Closing Your Practice and Winding Up Your Business  
Mark Bassingthwaight
- 

- 8 Fellows of the South Dakota Bar Foundation
- 12 A2J Golf Fundraiser Thank You!
- 14 General Announcements
- 15 Update From the Mandatory CLE Study Committee
- 20 The Hagemann-Morris Young Lawyer Mentorship Coin Program
- 21 Public Notice Reappointment of Incumbent Magistrate Judge
- 23 July 2025 Law for Lunch
- 24 Oath of Attorney
- 25 Creed of Professionalism and Civility
- 26 Notice of Supreme Court Vacancy - First Supreme Court District
- 28 In Memoriam
- 31 Career Center





# Presidents CORNER

John T. Richter

## **A Year of Purpose, Connection, and Building Together**

From John Richter  
President of the State Bar of South Dakota

Dear Members of the State Bar,

Serving as President of the State Bar of South Dakota is a tremendous honor, and I am grateful for the opportunity you have given me. As I begin this year as your State Bar President, I have been reflecting on where we've been, where we are now, and what we can do to create the next generation of leaders. Reflection is essential as it allows us to recognize our strengths and weaknesses, reaffirm our values, and be intentional in shaping our path forward.

### **Celebrating Our Members and Employers**

I'm proud to follow in the footsteps of Roxanne Giedd, who served as the first, and last, state government attorney to hold this role back in 2014. With nearly two decades of public sector experience, I hope my time as President helps shine a light on the remarkable work being done by public attorneys across our state.

Our Bar is made stronger by those who support it. I want to express my gratitude to the many public and private employers across our state who support their attorneys' participation in State Bar activities. Your willingness to encourage involvement through serving on a committee, participating in CLEs and other events,

taking on leadership roles, or mentoring young lawyers strengthens the legal profession. We are a stronger Bar because of the time, talents, and leadership you allow your attorneys to share.

### **Living Our Strategic Plan**

Our strategic plan is at the core of everything we do. It calls us to be inclusive, transparent, innovative, and member-focused. That plan is not just a document—it's a compass. One of the early ways we can implement this is by rethinking how we approach committee engagement.

Specifically, I am embracing a "broad engagement" model—a structure where no qualified volunteer is turned away, and every willing member has a seat at the table. This model provides an opportunity:

- To welcome new voices, especially younger or rural attorneys looking for a way to become involved;
- To develop future chairs, commissioners, and Bar leaders;
- To spark innovation by welcoming all perspectives; and
- To share the load by making bar service more manageable and collaborative (and avoiding burnout).

This is about member engagement and creating a foundation for the future of our profession.

### Connecting in New Ways

We're also examining how we gather. The Bar Commission typically meets in person quarterly, with locations rotating across the state. Traditionally, these meetings have included a dinner for commissioners and select guests the evening before.

This year, we're going to do something different. Rather than hosting a private dinner, the Bar Commission, in conjunction with the Young Lawyers Board, will host a mixer open to all Bar members and feature **South Dakota Supreme Court Justice Scott Myren** the evening before the July Commission meeting. This format will allow for greater interaction among members from various practice areas, regions, and career stages—and offer an opportunity for members to connect directly with Bar leadership in a welcoming, informal setting.

As a first step, we've been working on an ambitious kickoff: Our July event will be held on **July 17, 2025, at 5:30 p.m.** at Drifters Bar & Grille, 325 E. Hustan Ave., Fort Pierre, SD 57532, with one or more very prominent members within the legal field sharing some inspirational words.

Click here to register:

<https://members.statebarofsouthdakota.com/calendar/Details/bar-commissioner-and-young-lawyer-section-board-mixer-1429625?sourceTypeId=Hub>

**Please register on or before July 8, 2025, at 5:00 PM CDT to ensure that we have sufficient space and food for all attendees.**

### Looking Forward—Together

As I said to Bar Commissioners, the Young Lawyers Board, and Bar Staff in a welcome email, I am aiming for this year to be marked by thoughtful collaboration and a commitment to developing leaders at every level. When we collaborate across experience levels, backgrounds, and perspectives, we create something greater than the sum of our parts. It only happens together.

Again, thank you, and I'm excited about what we can build together in the upcoming year!


John Richter

President, State Bar of South Dakota





## Need Weather Expertise for Your Case?


Providing accurate and reliable forensic  
meteorology *you can trust.*

Certified Consulting Meteorologist  
32+ Years with NOAA/NWS  
Forensic Weather Analysis  
Expert Witness & Litigation Support



**Dr. Matthew Bunkers**  
605.390.7243

 **Northern Plains**  
Weather Services, LLC  
[www.npweather.com](http://www.npweather.com)



## 2025 FALL FORUM

SAVE THE DATE

MAKE PLANS TO JOIN US  
IN SIOUX FALLS OR ONLINE.

EVENT WILL BE HELD AT THE NEW  
CANOPY BY HILTON IN THE  
DOWNTOWN STEEL DISTRICT!

REGISTRATION  
OPENS IN JULY!

[sdtrustassociation.org](http://sdtrustassociation.org)

**OCT  
9 & 10  
2025**



**SOUTH DAKOTA  
TRUST ASSOCIATION**





It's an honor to introduce myself as this year's President of the Young Lawyers Section. My name is Mae Pochop, and I practice law in Sioux Falls at Meierhenry Sargent LLP, with a focus on municipal law, public finance, and real estate. I grew up in Sioux Falls and attended Lincoln High School before earning my degree in economics at Gustavus Adolphus College in St. Peter, MN. I returned home to South Dakota to attend our law school in Vermillion. Outside of work, I'm lucky to share life with my husband, Gavin Pochop—also a young lawyer—and our two lovable English Cocker Spaniels. We're also filled with joy and anticipation as we prepare to welcome a baby girl to our family this December.

This is my fourth year serving on the YLS board, having previously held roles as the At-Large board member and President-Elect. Before looking ahead, I want to take a moment to recognize the incredible leadership that has brought our Section to where it is today. I've had the privilege of serving under past presidents Chelsea Wenzel, Kelsey Blaire, and Anthony Sutton—each of whom brought vision, dedication, and heart to the role. Their efforts have shaped YLS into a supportive community for young lawyers across the state, and I'm grateful for the foundation they laid and the example they set.

I first joined the board during a time when I felt

overwhelmed by the steep learning curve of entering the legal profession. I tremendously valued the educational and social events organized by YLS and am so thankful I pushed myself to get more involved with the Section. What I found in YLS is a supportive community of driven, generous young attorneys. I'm excited to help continue that tradition guided by our core values: dedication to public service; promotion of leadership; an inclusive profession; and support for lawyers starting out in their legal careers.

I am grateful to be serving alongside a dedicated and talented group of young lawyers on this year's YLS Board. Each member brings unique strengths and a shared commitment to supporting our peers across the state. This year's board includes:

President-Elect: Lora Waeckerle;  
Secretary/Treasurer: Rebecca Ronayne;  
Representatives:

Natasha Allen, 1st Circuit  
Tyler Bradley, 2nd Circuit  
Jacob Dawson, 3rd Circuit,  
Ryan Walno, 4th Circuit  
Johnn Noyes, 5th Circuit,  
Stephen Gemar, 6th Circuit  
Olivia Edoff, 7th Circuit  
Caleb Vulkovich, At-Large  
Tia Vlasman, Law School

I am excited to collaborate with this team to serve and uplift our Section in meaningful ways throughout the year.

My hope for the year ahead is to strengthen the connections among young lawyers across the state—whether through professional development, mentorship opportunities, or simply making space for honest conversations about the challenges we face. The early years of practice can feel isolating, but together we can make them more collaborative, more empowering, and even a little more fun.

We're kicking off the year with a great opportunity to connect in person—a mixer co-hosted with the

Bar Commissioners **in Pierre on July 17 at 5:30 p.m. at Drifters Bar & Grill**. Looking ahead, stay tuned for details on the **statewide swearing-in ceremony** and our always-popular **Nuts and Bolts CLEs** coming this fall. If you're interested in getting involved with the **Hagemann-Morris Mentorship Program**—whether as a mentor or a young lawyer seeking guidance—you can sign up <https://statebar.typeform.com/mentorship>. We're also looking for **YLS Ambassadors** to help us build engagement and community in each circuit. If you'd like to get more involved in the Section, please don't hesitate to reach out to me or any of our board members. We'd love to hear from you.



HEISER VALUATION  
— Know the Value —

Providing business appraisals and consulting services for gift and estate taxation, transactions, marital dissolution, buy-sell agreements, and damage calculations.

**Know the value.**

Ericka Heiser, MBA, CVA  
Certified in Business Appraisals

PO Box 3528 | Sioux City, IA 51102  
605-390-4611  
[Ericka@HeiserValuation.com](mailto:Ericka@HeiserValuation.com)  
[HeiserValuation.com](http://HeiserValuation.com)



# *Fellows of the South Dakota Bar Foundation*

*Sustaining Life Fellow - \$50,000 plus*  
Fred & Luella Cozad

*Life Fellow - \$25,000 plus*  
Frank L. Farrar  
Gregory A. Yates

## *Diamond Fellows - \$10,000 plus*

Thomas C. Barnett, Jr.  
P. Daniel Donohue  
Robert E. Hayes  
Scott N. Heidepriem  
Andrew J. Knutson  
David L. Knudson  
Robert A. Martin  
Kimberley A. Mortenson  
Dale E. Froehlich

## *Platinum Fellows - \$10,000*

Hon. Richard H. Battey  
Melissa Nicholson Breit  
Chet Groseclose  
Hon. John B. Jones  
Jerome B. Lammers  
Scott C. Moses  
Charles L. Riter  
William Spiry  
Hon. Jack R. Von Wald

## *Gold Fellows - \$5,000*

Renee H. Christensen  
Richard A. Cutler  
William F. Day, Jr.  
Dana J. Frohling  
David J. King  
Richard L. Kolker  
Kimberley A. Mortenson  
Timothy J. Rensch  
Michael Sharp

## *Silver Fellows - \$1,000 (per year)*

Neil Fulton  
Hon. Bobbi J. Rank  
Timothy J. Rensch  
Lori D. Skibbie

## *Presidential Fellows - \$10,000*

John P. Blackburn  
Heather Lammers Bogard  
Richard D. Casey  
Hon. Michael Day  
Robert B. Frieberg  
Thomas H. Frieberg  
William C. Garry  
David A. Gerdes  
Hon. David R. Gienapp  
Patrick G. Goetzinger  
G. Verne Goodsell  
Robert E. Hayes  
Terry L. Hofer  
Carleton R. "Tex" Hoy  
Steven K. Huff  
Hon. Charles B. Kornmann  
Lisa Hansen Marso  
Bob Morris  
Thomas J. Nicholson  
Gary J. Pashby  
Stephanie E. Pochop  
Reed A. Rasmussen  
Pamela R. Reiter  
Robert C. Riter, Jr.  
Hon. Eric C. Schulte  
Jeffrey T. Sveen  
Charles M. Thompson  
Richard L. Travis  
Thomas J. Welk  
Terry G. Westergaard

## *Fellows - \$500 (per year)*

Hon. John Bastian	Craig A. Kennedy
Hon. John L. Brown	Denise Langley
Mary Jane Cleary	Hon. Judith K. Meierhenry
Paul L. Cremer	Hon. Robert A. Miller
Andrew L. Fergel	Robert C. Riter, Jr.
Michael S. Fischer	Jason R.F. Sutton
Tom E. Geu	Lea Wroblewski

*Raising the Bar: Our Profession. Our Responsibility.*



# YOU ARE INVITED TO JOIN!

## Fellows of the South Dakota Bar Foundation

---

Foundation funds go to very important projects, including: Legal Services Programs in SD, Rural Lawyer Recruitment, SD Public Broadcasting of Legislative Sessions, SD Guardianship Program, Teen Court, Ask-A-Lawyer and Educational videos on aging, substance abuse and mental health issues.

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*I would like to contribute:*

☐ in Lump Sum   ☐ Annually   ☐ Semi-Annually   ☐ Quarterly   ☐ Monthly

- ☐ Life Patron Fellow – \$100,000 or more, cumulative.
- ☐ Sustaining Life Fellow – \$50,000 or more, cumulative.
- ☐ Life Fellow – \$25,000 or more, cumulative.
- ☐ Diamond Fellow – over \$10,000, cumulative.
- ☐ Platinum Fellow – \$10,000, cumulative.
- ☐ Gold Fellow – \$5,000, cumulative.
- ☐ Silver Fellow – \$1,000 per year.
- ☐ Fellow – \$500 per year.

### In Memoriam

Donations in memory of a lawyer or judge may be made and will be deposited in the endowment fund. Such donations will be combined to qualify the deceased lawyer/judge as a fellow.

Today I am sending \$\_\_\_\_\_ (amount) to begin my gift.

Mail payment to:

State Bar of South Dakota  
111 W Capitol Ave. #1  
Pierre, SD 57501

Or you can email this form to:

[tracie.bradford@sdbar.net](mailto:tracie.bradford@sdbar.net) or call 605-224-7554 to set up a payment.

*Donations to the endowment are tax deductible and a perpetual gift to our profession and the education and charities the Foundation supports.*

*Raising the Bar*  
Our Profession. Our Responsibility.



---

**DEAN'S LIST:  
NEWS FROM THE LAW SCHOOL**

---



**Neil Fulton**  
Dean, School of Law

This month's column is a written version of my remarks at the Bar Convention. It was a pleasure to see and talk to so many of you in Rapid City. I look forward to seeing you in Sioux Falls next year for the Bar Convention and our 125th Anniversary Grand Gala on Friday evening.

It is my honor to report on the state of the State's law school. I will begin by running through some numbers.

In early May we celebrated the graduation of 83 members of the class of 2025. We are currently on track to have 85 to 90 students arrive in August as members of the class of 2028. Over the last 30 years, our average class size has been 71. These larger classes reflect a return from our purposeful drawdown to class sizes in the 50's in the middle of the last decade to reset our entering credentials upward.

That effort has been successful. In just under a decade, we have moved our 25th percentile LSAT up to 149 from 144. We are getting bigger and better simultaneously. This is a testament to the work of Katey Ulrich and Kaitlyn Frier, but also the students, staff, and faculty who welcome prospective students. We also need your help. The impending demographic cliff and uncertain times facing higher education will be challenging. We need your support of Destination Dakota Legal Careers to help develop student awareness of legal careers. We need your connection to the Law School to inspire the next generation boy or leaders. We deeply appreciate your investment in scholarships to help us attract and retain talented students. Thank you.

Our students are succeeding after graduation. The Ultimate Bar Pass rate (the percentage of students who have taken and passed the bar within two years of graduation) for the last three measured classes has been 88, 91, and 92 percent. The placement rate in jobs that require or prefer a JD for the last three classes has been 90, 96, and 95 percent. This reflects the excellent work of Mike McKey, our Director of Academic Excellence and Bar Support and of Teramie Hill, Director of Career Services. But it is also a testament to all of you who mentor and support our graduates in the four corners of South Dakota and beyond.

Exciting developments lie ahead for our graduate. The NextGen bar exam will move licensure assessment away from rote memorization and toward more translatable skills like legal research, writing, client advising, and issue spotting. NextGen goes live in 2026 for some jurisdictions and in South Dakota in July 2027.

Starting this fall our first cohort of students will participate in the Public Service Pathway pilot approved by the South Dakota Supreme Court. This program will make a greater investment in public sector lawyers by providing practical training and assessment through the actual work of lawyering. I encourage everyone to read the rules for this program, ask questions of myself or the Board of Bar examiners, and watch the results of this program. I applaud the South Dakota Supreme Court and Board of Bar Examiners for their courage and vision to adopt this program. Kudos to the host entities and students who are participating. Change is



uncertain and easy to dismiss out of hand, but I believe that this program will provide immense value to all South Dakotans over time.

The Law School continues to evolve inside as well. When asked this week how the Law School is, I have told many of you that it is dusty and loud. That is the nature of progress, as we begin a year-long renovation of the Dean's Suite area. This brings us near the end of a full refresh of the "new" law school that opened in 1981. This has really revitalized our space.

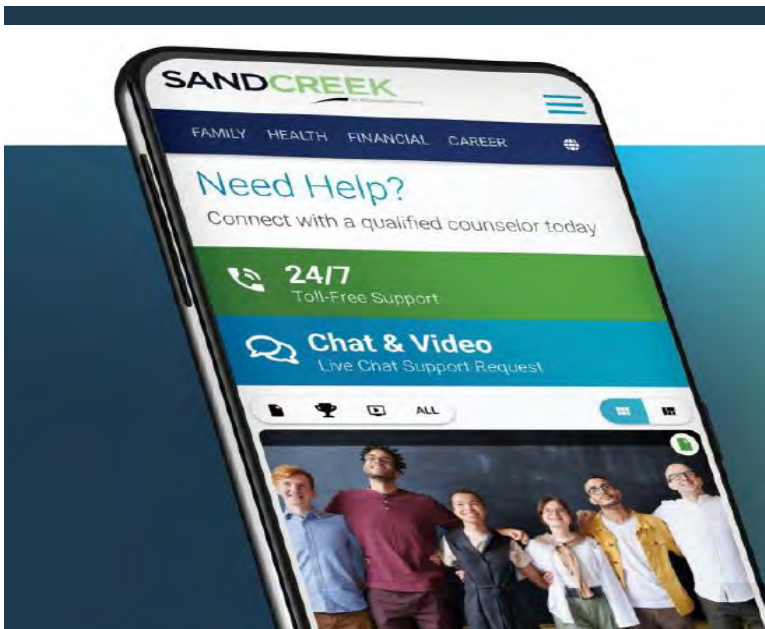
We also continue to realign our curriculum to provide more writing and skills training for students. Our goal is consistently to better prepare students for practice.

Even as we evolve, we know who we are. We are a community of excellence, service, and leadership. During our recent faculty and staff retreat, we discussed what a thriving law school will look like in ten years. There was consensus that a thriving law school would place an institutional priority on excellent teaching, would be adaptable and relevant, would be committed to ongoing growth for every member of the community, and would have strong personal connections. I could not agree more. These values have defined us since 1901, and they distinguish us from other law schools going forward.

In 1901 Senator Thomas Sterling and Ambassador Bartlett Tripp had a vision that South Dakota needed its own law school to thrive as a state. Next year marks the

125th anniversary of our existence as South Dakota's law school. During that year, I ask each of you to do one thing: come home. Come home to events near and far celebrating the Law School's anniversary, especially our Grand Gala on Friday evening at next year's Bar Convention. Come home to campus to engage with the Law School community. Come home to reconnect with alumni and friends in your area or with members of your class who have left South Dakota. Come home to connect with the Law School's history through our publication of a documentary history in the coming year. Come home to invest your time, talent, and treasure in the students and faculty that give the Law School life. Whether or not we are alumni, this is South Dakota's law school, this is our law school. We can always come home to our law school.

I close with a note of personal privilege. About seven years ago asked my wife, Molly, "do you want to move to Vermillion?" In response, she asked me the always important question: why? I told her that you cannot write history of South Dakota and will not write its future without the Law School. The contributions of our alumni and faculty to law, politics, business, and so many other aspects of life in South Dakota are undeniable. I wanted to be part of that tradition and future. Desperately so. Every day since then has been among my most professionally rewarding, as I have worked with so many of you to continue our tradition of excellence, service, and leadership. Thank you for being part of that. Let's continue building the future of the law in South Dakota together.



## PLEASE NOTE:

The State Bar is providing expanded wellness member benefits through our EAP provider, Sand Creek.

These benefits are available to ALL State Bar members and their household family members, and to USD Law students and their household family members.

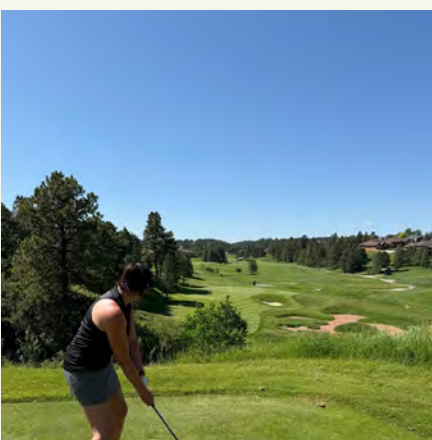
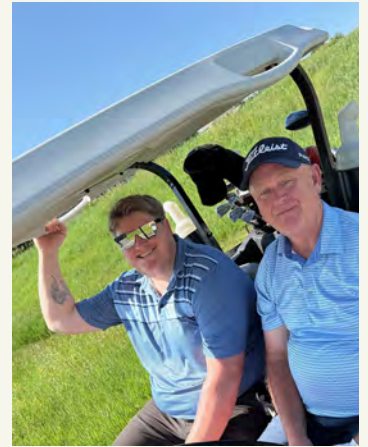
Please take advantage of these expanded wellness benefits.

# Thank You for Supporting Access to Justice!

A huge thank you to everyone who participated in the A2J Golf Fundraiser at Red Rocks during the State Bar Annual Meeting & Convention! Your energy, enthusiasm, and generosity made this year's tournament a success both on and off the course.

Thanks to your support, A2J raised over \$3,500 for the Access to Justice program—funds that will help provide vital legal services to those in need across South Dakota.

We had a beautiful day, a great turnout, and lots of laughs along the way. Check out some of our favorite moments below!



We truly appreciate everyone who played, volunteered, or cheered from the sidelines. We can't wait to see you again next year!

*Thank you*





# Thank You!

The State Bar expresses our sincere thanks to  
all who assisted with the Annual Convention  
and Meeting, including:

State Bar President Sarah Sharp Theophilus  
State Bar Commissioners

Rich Williams – Awards Luncheon Master of Ceremonies  
Award Presenters and Business Meeting Speakers

Hon. David K. Wheeler – Business Meeting Parliamentarian  
Rapid City Ramkota Staff

Dahl Arts Center

Affordable Adventures Transportation

Anything's Possible Catering

CLE Committee members, Chairs, and Presenters

Sarah Covington – State Bar Convention App

Tamara Nash – CLE Program Book

SDPB

Katie Cook, Justin Smith, and Talbot Wieczorek

Teagan McNary



Gunderson, Palmer, Nelson, & Ashmore, LLP's  
Pierre office will be relocating as of July 14, 2025.

*Morgan Erickson*

has become an associate attorney at the firm.

Johnson, Janklow & Abdallah, LLP  
101 S. Main Ave., Suite 100  
Sioux Falls, SD 57104

Telephone: (605) 338-4304

Email: [morgan@janklowabdallah.com](mailto:morgan@janklowabdallah.com)

Gunderson, Palmer, Nelson, & Ashmore, LLP's  
Pierre office will be relocating as of **July 14, 2025**.

The new address will be:

**Gunderson, Palmer, Nelson, & Ashmore, LLP**  
306 East Capitol Avenue, Ste. 300  
Pierre, SD 57501

"FINDING JUSTICE  
TOGETHER THROUGH  
MEDICAL EXPERTISE &  
PRECISION LAW"



**605-660-7472**  
[WENDY@WLCLEGALNURSE.COM](mailto:WENDY@WLCLEGALNURSE.COM)  
[WLCLEGALNURSE.ORG](http://WLCLEGALNURSE.ORG)

Ryan Fargen, Tye Wangberg, and Kat Bartell  
Nowak would like to announce the opening of  
their new firm

*Plan Wise Legal, LLP*

Plan Wise Legal, LLP  
817 W. Russell St., Ste 103  
Sioux Falls, SD, 57104

Telephone: (605) 291-1448

[Kate@planwiselegal.com](mailto:Kate@planwiselegal.com)  
[ryan@planwiselegal.com](mailto:ryan@planwiselegal.com)  
[tye@planwiselegal.com](mailto:tye@planwiselegal.com)

[www.planwiselegal.com](http://www.planwiselegal.com)



## Update from the Mandatory CLE Study Committee

Members of the Mandatory CLE Study Committee presented the Committee's report to State Bar members at the June 20, 2025, State Bar Business Meeting in Rapid City. Committee member Pamela Reiter discussed the Committee's report and recommendation that South Dakota adopt mandatory CLE requirements. Committee co-chair Heather Lammers Bogard made the following motion:

The State Bar recommends that the South Dakota Supreme Court consider drafting a rule consistent with the Mandatory CLE Study Committee report and recommendations.

Steve Huff seconded the motion. President Sarah Sharp Theophilus opened the floor for questions and discussion. Various members made comments in support of and in opposition to the motion, and Committee members responded to questions. The question was called after approximately 30 minutes of discussion, and a voice vote was taken, showing both support and opposition to the motion.

A member requested a division, and the President granted the request. Those who supported the motion were asked to stand, and then those who opposed the motion were asked to stand. After observing the division, President Sharp Theophilus declared that the motion carried by a majority vote of those present. The division demonstrated a number of members present who opposed the motion.

A member made a motion to conduct a vote on the motion by ballot, and that motion was seconded. Members voted by voice on the motion to vote by ballot. The motion to conduct a vote by ballot failed.

In summary, the majority of members present voted to support the motion to adopt mandatory CLE requirements, and that motion carried.

The State Bar thanks Bar members for engaging in a civil and constructive discussion. The vote was instructive, but not determinative, because the South Dakota Supreme Court retains final authority to regulate the profession of law in South Dakota.

The State Bar of South Dakota will continue to work with Bar members and the Supreme Court to determine future steps. State Bar members and the public will have further opportunities to provide input via the Supreme Court rules process if a rule is presented. The State Bar will continue to provide updates and information to our members.

(The information above is a summary and is not the official minutes.)

# Experience the power of Clio, made even more productive **with AI**



Maximize billable work with  
suggestions for missed time entries



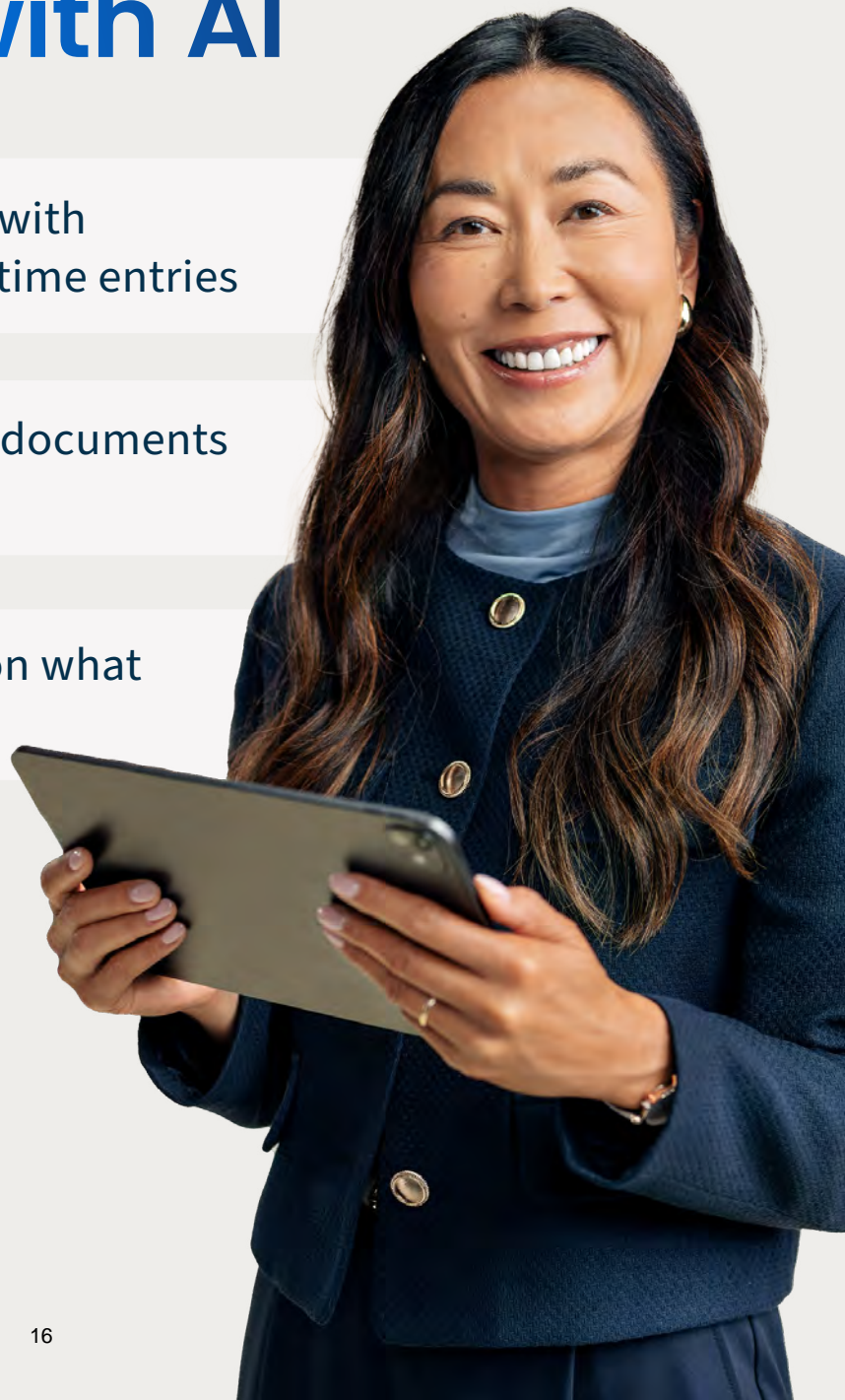
Access key details from documents  
and cases—in seconds



Get recommendations on what  
to prioritize next



Scan to Book a Demo







# State Bar of South Dakota: Association Group Health Plan

The South Dakota Bar Association offers a special group insurance plan for bar members and their employees through Avera Health Plans.

## Who Qualifies?

Organizations with employees who are active members of the South Dakota Bar Association qualify.

## Available Network Options

The following networks are available:

- Standard Network – Avera and other independent providers across South Dakota and northwest Iowa
- Direct Network – Avera-owned, -managed and -leased providers. Available to employers headquartered in Brown, Lincoln and Minnehaha counties.
- Extended Network – Along with our Standard network, members can take advantage of a Nationwide PPO network that offers access to a range of health care providers and facilities like Mayo Clinic.

## Why Enroll?

The plan offers the following benefits:

- Lower premiums
- Options not available on small group plans, such as the more comprehensive “Ultra” plans
- The Nationwide PPO network provides access to a broad range of services at lower costs than out-of-network options.

## Additional Details

- The SD Bar Association plan does not include pediatric dental and vision. If you have questions about how to get these benefits, an Avera Health Plans representative can explain your options.
- The Bar Association health plan renews annually on Sept. 1, but benefits follow a calendar year (January–December). If you enroll on April 1, your plan will follow 2024-2025 pricing until the next renewal on Sept. 1. If a member signs up for the plan mid-year, they will receive a credit for deductible and out-of-pocket expenses to cover them until the renewal date (Sept. 1).
- Prices and benefits are subject to change.

## Learn More by Reaching Out

Josh Gilkerson  
605-224-9223  
JGilkerson@Acrisure.com

Or inquire with Avera Health Plans at  
[sales@averahealthplans.org](mailto:sales@averahealthplans.org)



**Avera**   
Health Plans

# CHECKLISTS FOR CLOSING YOUR PRACTICE AND WINDING UP YOUR BUSINESS

Authored by: Mark Bassingthwaighe, Risk Manager

Common reasons lawyers close their practices include a medical disability, wanting to retire, a move out-of-state, or a career change. While the specific steps that need to be taken and the time frame involved can vary significantly depending upon the reasons driving the closure and the type of practice being closed, the following checklists cover the basics of what most lawyers will need to think about. If time allows, be prepared for the process to take six to twelve months and sometimes longer because the obligations to protect client confidences as well as the interests of the client make closing a law practice more difficult than closing other types of businesses. Finally, note that jurisdictional rules do differ, thus a review of your local rules and ethics opinions, perhaps coupled with a call to your local bar counsel would be well advised early in the process.

## Checklist for Closing Your Practice

\_\_\_\_ Build out a timeline and assess the status of all active matters.

\_\_\_\_ Let your most trusted staff know what your plan is as you're going to need their help in implementing it. Additionally, key staff deserves to know your intentions once you know the date you hope to have the transition completed. If possible, give them a date certain and advise them if you are willing to be a reference for them. After all, these folks need to be able to plan for their transition as well.

\_\_\_\_ Cease taking on any new matters.

\_\_\_\_ Bring to completion and close as many active matters as you can.

\_\_\_\_ Notify all clients of your plans on matters you are unable to complete. This letter should advise them that you are unable to continue representing them and that they will need to retain new counsel. Inform them about relevant time limitations and time frames

important to their matter. Explain the how and where they can obtain a copy of their file and set forth a deadline for doing so.

\_\_\_\_ Provide active clients with copies of their file and keep your original files. Clients who pick up their file should sign a receipt. Clients who wish to have their file transferred to another attorney should sign an authorization for you to do so.

\_\_\_\_ Notify the court. On matters with pending court dates, depositions, or hearings discuss how to proceed with each client. Request extensions, continuances, and the resetting of hearings where called for. Send written confirmation of these changes to opposing counsel and your client. Obtain permission to submit a motion and order to withdraw as attorney of record.

\_\_\_\_ Confirm you are out. On matters before an administrative body or court, pick an appropriate future date to check and confirm that a substitution of counsel has been filed or that your motion to withdraw has been granted and then follow through with checking.

\_\_\_\_ Notify all clients of your file storage arrangements. Let them know where files will be stored, how they can obtain a copy if ever necessary, and if not previously addressed, set forth your file retention policy. If closed files will be stored by another attorney, obtain client permission to have the closed files transferred and provide contact information for this attorney.

\_\_\_\_ Closeout your trust account once it has been audited and reconciled. If funds are to be transferred to a new attorney, disburse those funds by making the check payable to the client and the new attorney. Notify the bar that your trust account has been closed and maintain your trust account records in accordance with the rules in your jurisdiction.

\_\_\_\_ Preserve your books and records. In a number of jurisdictions, RPC 1.15 requires you to keep general

and trust account records for at least five full years following the termination of the fiduciary relationship. This information can be preserved in a digital format.

\_\_\_\_ Review your malpractice policy and contact your carrier in order to understand the options and costs associated with the purchase of an extended reporting endorsement, commonly referred to as a “tail.”

\_\_\_\_ Notify relevant bar associations and professional organizations.

\_\_\_\_ Deal with client property still in your possession such as original wills, client corporate books, unclaimed funds, etc.

#### Checklist for Winding up the Business

\_\_\_\_ Give notice of termination of all rental or lease agreements.

\_\_\_\_ Cancel your telephone service and arrange to have calls to your office number forwarded to your home or other number or consider placing an automated message on your office line that will remain active for at least several months post closure.

\_\_\_\_ Address any confidentiality and file storage concerns with computers and related tech. Prior to donating, selling, or giving away any device, backup all data that you wish to maintain long-term and then wipe the data from every device.

\_\_\_\_ Notify all vendors and make plans to close these accounts.

\_\_\_\_ Cancel or change any existing advertisements and legal directory listings wherever possible. Don't forget about your website and social media presence.

\_\_\_\_ Meet with your accountant to discuss dissolution of your firm, obtain tax advice, establish the schedule for preparation of final financial statements, determine what state and federal agencies need to be notified, etc.

\_\_\_\_ Meet with any lenders to discuss repayment of outstanding loans.

\_\_\_\_ Cancel all firm credit cards.

\_\_\_\_ Determine where and for how long you will need to store your business records.

\_\_\_\_ Determine where mail and e-mail should go post closure then notify the post office and make any necessary changes to all email accounts.

\_\_\_\_ Consider setting up an automated reply on email accounts that are to be closed and placing a static page on your website that announces the closure of your practice along with information about where closed files will be stored.

\_\_\_\_ Cancel all business memberships and subscriptions to include online accounts.

\_\_\_\_ Determine the disposition of furniture, fixtures, library, art, etc.

\_\_\_\_ Make arrangements to have all utilities turned off in a timely fashion.

\_\_\_\_ Check with your accountant or financial planner regarding retirement plans and rollover options.

\_\_\_\_ Notify all insurance companies, to include your premises liability and workers compensation carrier. Don't forget to obtain advice on conversion options for health, life, and disability insurance.

\_\_\_\_ Close the operating account once all outstanding receivables have been collected and all outstanding bills have been paid.

\_\_\_\_ Dispose of unused office supplies. Schools or charitable organizations would be pleased to be the beneficiary of such items.

\_\_\_\_ Destroy all unused checks, deposit slips, etc.

\_\_\_\_ Avoid potential fraud and identity theft issues by responsibly “retiring” your online presence to include your firm's domain name, website, email accounts, online listings, and social media profiles. This link will take you to a great resource that details all you should be thinking about as well as the steps you will need to take.



Authored by: Mark Bassingthwaighe, ALPS Risk Manager

Since 1998, Mark Bassingthwaighe, Esq. has been a Risk Manager with ALPS, an attorney's professional liability insurance carrier. In his tenure with the company, Mr. Bassingthwaighe has conducted over 1200 law firm risk management assessment visits, presented over 400 continuing legal education seminars throughout the United States, and written extensively on risk management, ethics, and technology. Mr. Bassingthwaighe is a member of the State Bar of Montana as well as the American Bar Association where he currently sits on the ABA Center for Professional Responsibility's Conference Planning Committee. He received his J.D. from Drake University Law School.



## THE HAGEMANN-MORRIS YOUNG LAWYER MENTORSHIP COIN PROGRAM THE STATE BAR OF SOUTH DAKOTA YOUNG LAWYERS SECTION

### I. PROGRAM OBJECTIVE

---

The Hagemann-Morris Young Lawyer Mentorship Coin Program strives to foster mentorship within the State Bar by pairing members of the Young Lawyers Section with Mentors who can provide candid and insightful guidance to Young Lawyers as they navigate the beginning stages of their legal career. The Program hopes to:

- Foster the development of the Young Lawyers practical skills and their knowledge of legal customs;
- Create a sense of pride and integrity in the legal profession;
- Promote collegial relationships among legal professionals;
- Improve legal ability and professional judgment; and
- Encourage the use of best practices and highest ideals in the practice of law.

*State Bar members are members of the Young Lawyers Section until they reach age 40 or have practiced law for ten years, whichever occurs later.*

### II. HOW IT WORKS

---

1. Young Lawyers and Mentors sign up with the State Bar by completing the online forms linked below.
2. The YLS Board establishes a compatible mentorship pair.
  - The YLS Board creates mentorship pairs using the information provided in the applications and reaching out to attorneys believed to be a good fit for the Young Lawyer.
  - Young Lawyers may also request specific mentors or request Mentor Coins for an already-established mentorship.
3. The YLS Board will send the Young Lawyer and Mentor an informational packet with suggested conversations and activities. The Young Lawyer will also receive Mentor Coins.
4. The Young Lawyer may present a Mentor Coin to their Mentor as an invitation for mentorship and acknowledge their trust in such Mentor.

#### JOIN THE PROGRAM



<https://statebar.typeform.com/mentorship>

## **PUBLIC NOTICE**

### **REAPPOINTMENT OF INCUMBENT MAGISTRATE JUDGE**

The current appointment of Magistrate Judge Kasey Sorensen is due to expire on October 30, 2025. Magistrate Judge Kasey Sorensen serves in the First Judicial Circuit.

The duties of a magistrate judge include conducting preliminary hearings in all criminal cases, acting as committing magistrate for all purposes and conducting misdemeanor trials. Magistrate judges may also perform marriages, receive depositions, decide temporary protection orders and hear civil cases within their jurisdictional limit.

Pursuant to UJS policy members of the bar and the public are invited to comment as to whether Magistrate Judge Kasey Sorensen should be reappointed to another four-year term. Written comments should be directed to:

Chief Justice Steven R. Jensen  
Supreme Court  
500 East Capitol  
Pierre, SD 57501

**Comments must be received by August 1, 2025.**





ATTORNEYS MITCH PETERSON & JUSTIN CLARKE

# MEDIATION

Now Available at Davenport Evans

Mitch Peterson and Justin Clarke, litigation attorneys at Davenport, Evans, Hurwitz & Smith, now offer mediation.

- Mitch and Justin combine nearly 40 years of experience in many areas of litigation practice, including commercial transactions and business disputes, personal injury cases for both plaintiffs and defendants, and construction litigation. Mitch also has significant experience in employee mobility issues, ownership and control litigation, and other employment matters. Justin has significant experience in workers' compensation matters.
- Mitch offers services as a mediator, arbitrator, and neutral. He completed certified mediation training through the Mediation Center in Minneapolis, Minnesota, and is now a Qualified Neutral.
- Justin offers services as a mediator, arbitrator, and neutral. Justin will undergo certified mediation training with the Harvard Mediation Intensive at Harvard Law School in June.
- Mitch and Justin aim to bring years of experience in the courtroom and counseling clients to help others resolve lawsuits, disputes, and other problems through mediation.

Get to know a Davenport Evans Lawyer at [dehs.com](http://dehs.com), or contact us at [info@dehs.com](mailto:info@dehs.com).

## AREAS OF PRACTICE

### Mitch Peterson

Commercial and Complex Litigation  
Personal Injury | Insurance Litigation  
Land Use and Real Estate Litigation  
Trust and Estates Litigation  
Employment Litigation | Mediation

### Justin Clarke

Commercial and Complex Litigation  
Plaintiff's and Personal Injury Litigation  
Workers' Compensation  
Trust and Estates Litigation  
Insurance Litigation | Mediation

DAVENPORT  
EVANS  
LAWYERS

### Contact a lawyer:

📞 (605) 336-2880  
✉ [info@dehs.com](mailto:info@dehs.com)  
💻 [davenportevans.com](http://davenportevans.com)



**JULY 2025**

**Register  
Here**

# Law for *Lunch*

*Program Chair: Eric Hanson*

Follow-up to SB 211(An act to revise notarial acts)

July 15, 2025 | 12:30 PM CST | Zoom



Northeast South Dakota  
**FAMILY  
VIOLENCE  
PREVENTION**  
Conference

This event is not produced or sponsored by the State Bar.

## **JUSTICE AGAINST THE POWERFUL: A PROSECUTORS GUIDE TO HIGH-PROFILE CASES**

Gain Insights from Real-World Prosecutions of Trusted Figures



**Stanley Weber**

"Doctor Sentenced to Five Lifetime Terms for Sexually Abusing Boys"



**Jerry Sandusky**

"Coach and Founder of Second Mile sentenced to 30 to 45 years in prison."



**Barry Walker**

"Arkansas doctor sentenced to 39 life sentences for sex crimes against kids across 2 counties"

Dive deep into the hidden layers of institutional betrayal — from silenced victims to systemic cover-ups. These sessions will unpack how prosecutors unraveled decades of deception, exposed abuse cloaked in authority, and overcame barriers designed to protect the powerful. Learn how to pursue truth when the truth is buried beneath layers of influence, fear, and denial.



OCTOBER 15-16 | ABERDEEN, SD | [LEARN MORE AT NESDFAMILYVIOLENCE.COM](https://www.nesdfamilyviolence.com)

# OATH OF ATTORNEY



**I DO SOLEMNLY SWEAR, OR AFFIRM, THAT:**

**I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE  
CONSTITUTION OF THE STATE OF SOUTH DAKOTA;**

**I WILL MAINTAIN THE RESPECT DUE TO COURTS OF JUSTICE AND  
JUDICIAL OFFICERS;**

**I WILL NOT COUNSEL OR MAINTAIN ANY SUIT OR PROCEEDING WHICH  
SHALL APPEAR TO ME TO BE UNJUST, NOR ANY DEFENSE EXCEPT  
SUCH AS I BELIEVE TO BE HONESTLY DEBATABLE UNDER THE LAW OF  
THE LAND;**

**I WILL EMPLOY FOR THE PURPOSE OF MAINTAINING THE CAUSES  
CONFIDED TO ME SUCH MEANS ONLY AS ARE CONSISTENT WITH  
TRUTH AND HONOR, AND WILL NEVER SEEK TO MISLEAD THE JUDGE  
OR JURY BY ANY ARTIFICE OR FALSE STATEMENT OF FACT OR LAW;**

**I WILL MAINTAIN THE CONFIDENCE AND PRESERVE INVIOLEATE THE  
SECRETS OF MY CLIENT, AND WILL ACCEPT NO COMPENSATION IN  
CONNECTION WITH A CLIENT'S BUSINESS EXCEPT FROM THAT CLIENT  
OR WITH THE CLIENT'S KNOWLEDGE OR APPROVAL;**

**I WILL ABSTAIN FROM ALL OFFENSIVE PERSONALITY, AND ADVANCE  
NO FACT PREJUDICIAL TO THE HONOR OR REPUTATION OF A PARTY  
OR WITNESS, UNLESS REQUIRED BY THE JUSTICE OF THE CAUSE WITH  
WHICH I AM CHARGED;**

**I WILL NEVER REJECT, FROM ANY CONSIDERATION PERSONAL TO  
MYSELF, THE CAUSE OF THE DEFENSELESS OR OPPRESSED, OR DELAY  
ANY PERSON'S CAUSE FOR LUCRE OR MALICE.**



# CREED OF PROFESSIONALISM AND CIVILITY

## Preamble

A lawyer should demonstrate civility, personal courtesy, dignity, respect and professional integrity when interacting with the public and participating in the legal system. As we vigorously represent our clients, we must honor our obligations to the administration of justice, resolving disputes in a rational, diplomatic, and efficient manner. We must remain committed to the rule of law as the foundation for a fair and peaceful society.

While our State's Rules of Professional Conduct are instructive, they cannot address all of the various circumstances and conflicts that arise. The following standards are designed as a guide for lawyers and judges when interacting with each other, with litigants and with the public. Lawyers are expected to adhere to these standards as a commitment to justice and the rule of law.

## Creed

As lawyers licensed to practice in South Dakota, admitted to the State Bar of South Dakota and/or admitted pro hac vice to appear in a matter before any Court in South Dakota, we will at all times adhere to the following:

1. We will treat participants of the legal system with civility, dignity and courtesy in court, as well as in all communication.
2. We will refrain from using hostile, demeaning or humiliating words in written and oral communications with adversaries.
3. We will continue to prioritize the inclusion and active participation of lawyers (and law students) from all backgrounds, identities and circumstances.
4. We will avoid impermissible *ex parte* communications with the court.
5. We will not intentionally mislead the court in oral or written communications.
6. In court, we will be punctual and prepared. We will not engage in conduct that is disorderly or disruptive and will instruct our clients and witnesses to act accordingly.
7. We will consult with other counsel concerning scheduling and deadlines prior to bringing such issues to the court. We will not unilaterally schedule hearings, depositions or similar matters.
8. We will not assert improper conduct on the part of other counsel without good cause and an adequate factual basis.
9. When agreements are reached, we will adhere to the agreement and accurately and in good faith memorialize the agreement in writing.
10. We will draft orders that accurately and completely reflect the court's ruling.
11. We will not time the filing or service of motions or pleadings with an attempt to unfairly limit another party's ability to respond.
12. We will explain to our clients that cooperation, civility and fair dealing are expected in the legal system.
13. We will advise our clients that we reserve the right to grant accommodations to other counsel in matters not directly affecting the merits of the case or prejudicing their rights.
14. Discovery requests will be drafted without harassment or placing undue burden on the other party. Further, we will instruct our clients that they must fully and honestly respond to discovery requests.
15. When there is a potential for settlement, we will timely confer with our client and other counsel and not purposefully delay negotiations.
16. We will in good faith stipulate to undisputed matters.
17. We will strive to abide by previously scheduled dates for trials, hearings, depositions, meetings and conferences.

**JUDICIAL QUALIFICATIONS COMMISSION  
STATE OF SOUTH DAKOTA**

500 East Capitol Avenue  
Pierre, SD 57101  
Telephone 605-773-2099  
Fax 605-773-8437

Robert L. Morris, Chair  
Timothy Engel, Vice Chair  
Hon. Cheryle Gering, Secretary  
Rory King  
Hon. Bobbi Rank  
Raleigh Hansman  
Eric DeNure

Lori Grode, Executive Assistant

June 20, 2025

***Notice of Supreme Court Vacancy – First Supreme Court District***

TO: All Active Members of the State Bar of South Dakota

FROM: Cheryle Gering, Secretary, Judicial Qualifications Commission

With the upcoming retirement of the Hon. Associate Justice of the South Dakota Supreme Court Janine M. Kern from the First Supreme Court District, the Judicial Qualifications Commission is now taking applications. The person appointed as justice must fulfill the eligibility requirements to hold that office, including residency in the First Supreme Court District as required by law. The current salary for an associate supreme court justice position in South Dakota is \$194,240.58 annually and will be subject to any increase as approved by the legislature effective July 1, 2025. In addition, supreme court justices and their dependents are eligible to participate in the State of South Dakota's health insurance plan, and supreme court justices participate in the State's defined benefit retirement plan.

All lawyers and judges interested in applying should obtain the application form at <http://ujs.sd.gov/>, or contact Lori Grode at the State Court Administrator's Office. The application must be mailed to the Administrator's Office and must be postmarked no later than August 15, 2025. Applicants should make sure the application form submitted is the 2018 version. You may also obtain the application form by writing or telephoning:

Lori Grode  
State Court Administrator's Office  
500 East Capitol Avenue  
Pierre, SD 57501  
Telephone: 605-773-2099  
Email: [lori.grode@ujs.state.sd.us](mailto:lori.grode@ujs.state.sd.us)

**Or, visit <http://ujs.sd.gov/> for current job openings.**

The First Supreme Court District is comprised of the following counties: Pennington, Meade, Lawrence and Custer.

# Attorney Health & Wellness Resources

It's okay to ask for help



## FREE & CONFIDENTIAL

- *SD Bar Members & household family members*
- *USD Law Students & their household family members*



1 - 8 8 8 - 2 4 3 - 5 7 4 4

AVAILABLE 24 / 7



# In Memoriam



Robert Lee Mabee  
December 24, 1946 –  
May 20, 2025

Robert Lee Mabee, 78, passed away peacefully on May 20, 2025. He was born on December 24, 1946, to Lee & Elma (Witte) Mabee. He grew up in Parker, SD, graduating from Parker High School in 1965. Robert then attended SDSU in 1965, graduating with a Bachelor of Science in Pharmacy in 1970. It was there that he met his future wife, Susan P. McClintic. The couple moved to Sioux Falls, where Robert did an internship at Osco Drug, receiving his Registered Pharmacy License in 1971.

Robert then entered military service in 1971, serving at Brooke Army Medical Center at Fort Sam Houston, San Antonio, TX, and Martin Army Hospital at Fort Benning, Georgia. He was discharged from military service in 1975 and moved to Vermillion, SD, to attend USD School of Business and the Law School. He received, concurrently, a Master of Business Administration and Juris Doctor degrees in 1979. While living in Vermillion, daughter Linda was born.

Robert and family then moved to Sioux Falls in 1980. Daughter Laura joined the family in 1985.

He began his legal profession at Qualley, Larson and Jones Law Office, and then shared space at John Danforth's Law Office. Later he joined practice with Ted Kyriakos in the 300 building. Upon Ted's move to Texas in 2006, Robert continued solo practice to the present time.

Robert's special mission was to provide ice cream treats to the children in protective care at the JDC facility in Sioux Falls. This calling continued for more than 25 years.

Grateful for having shared his life are his wife of 55 years, Susan, Sioux Falls; daughters Laura Mabee, Skagway, Alaska; Linda (Roger) Grisim, and grandsons Abraham & Rocco Grisim. He is also survived by brother Dr. Lee (Donna) Mabee, and sisters-in-law Ichiko Mabee and Linda Mabee, as well as a large extended family.

Robert was preceded in death by his parents and brother William (Bill) Mabee.

Visitation service will be from 5-7pm on Friday, May 30, at Heritage Funeral Home, Sioux Falls, with a Masonic service beginning at 6:30 pm. A private family interment will take place at a later time.

*More*

**UPCOMING  
LIVE WEBINARS**  
*From AllOne Health*

*Free to all Bar Members!*

Discover a whole new approach to well-being.

**26 JUN**

*Invest in Yourself*

**Becoming Your Best Self**  
June 26, 2025  
12:00 pm EDT - 12:45 pm EDT  
[Register for this Webinar](#)

**9 JUL**

*Business Etiquette*

**Business Etiquette**  
July 9, 2025  
1:30 pm EDT - 2:30 pm EDT  
[Register for this Webinar](#)

**30 JUL**

*Inclusion*

**Beyond the Checkbox: Why DEI Still Wins in 2025**  
July 30, 2025  
12:00 pm EDT - 12:45 pm EDT  
[Register for this Webinar](#)

**ALLONE<sup>®</sup>**  
**HEALTH**

# Empower Your Well-Being with Self-Guided iCBT Therapy



AllOne Health is excited to offer self-guided therapy through internet-based Cognitive Behavioral Therapy (iCBT) courses, thoughtfully developed by our AllOne Health clinical team.

These online courses are designed to help you take charge of your mental health and well-being. Whether used as standalone tools or in partnership with therapy sessions, these courses provide effective strategies to enhance your mental health journey.

## What Are iCBT Courses?

iCBT is a proven, effective method for understanding and managing thoughts, emotions, and behaviors. Our self-guided courses are designed to help you:

- Reduce stress and anxiety.
- Build better coping strategies.
- Enhance emotional resilience.
- Improve overall mental health.

## Why Choose Self-Guided Therapy?

- **Flexible:** Complete the courses at your own pace, anytime and anywhere.
- **Accessible:** Available 24/7 in the online member portal & app.
- **Confidential:** Your participation is private and secure.
- **Proven Results:** Backed by science to help improve mental health.
- **Clinically Designed:** Created by our AllOne Health clinical team to deliver practical, effective tools for standalone use or to complement therapy sessions.

## Getting Started Is Easy

1. Visit [www.sandcreekeap.com](http://www.sandcreekeap.com)
2. To create an account and sign in, enter your email address and company code: **sdhelp**
3. Navigate to the iCBT Courses section and choose the program that suits your needs.

*\* You can always call to access services, without needing to create an account or log in to the portal.*



*Take the first step to better mental health today with support from AllOne Health.*

Need Help Getting Started?

Call: 888-243-5744

Visit: [www.sandcreekeap.com](http://www.sandcreekeap.com)

Code: sdhelp



# Introducing Your Assessment & Soft Skill Courses



We offer a wide range of free integrated online courses designed for Soft Skills development for Employees and Managers plus Assessments designed for self-evaluation.

## Employee Skills (84 Units)

- Adaptability and Flexibility (1 Unit)
- Anger Management (5 Units)
- Assertiveness And Self-Confidence Processes (5 Units)
- Attitude and Work Ethic (1 Unit)
- Communication (3 Units)
- Emotional Intelligence at Work (5 Units)
- Goal Setting and Getting Things Done (3 Units)
- Increasing Your Happiness (5 Units)
- Interpersonal Skills (1 Unit)
- Managing Personal Finances (6 Units)
- Mindfulness (6 Units)
- Presentation Skills (7 Units)
- Problem-Solving (1 Unit)
- Project Management (4 Units)
- Social Intelligence (8 Units)
- Stress Management (1 Unit)
- Teamwork (1 Unit)
- Telework and Telecommuting (2 Units)
- Time Management (1 Unit)
- Work Life Balance (4 Units)
- Working in a Home Office (1 Unit)
- Workplace Diversity (7 Units)
- Workplace Harassment (6 Units)

## Manager Skills (110 Units)

- Attention Management (10 Units)
- Being a Likable Boss (10 Units)
- Business Ethics (9 Units)
- Business Writing (10 Units)
- Change Management (10 Units)
- Civility in the Workplace (7 Units)
- Conflict Resolution (8 Units)
- Creative Problem Solving (7 Units)
- Employee Onboarding (6 Units)
- Employee Termination Process (8 Units)
- Office Politics for Managers (9 Units)
- Social Media in the Workplace (6 Units)
- Team Building for Manager (10 Units)

## Assessments (10 modules)

- Alcohol Use
- Anxiety
- Depression
- Diabetes
- Financial Wellness
- Gambling
- Resiliency
- Sleepiness
- Life Satisfaction
- Stress

*After full completion, members can print and save course certificates in their member profiles for future use.*



# *Career Center*

STATE BAR OF SOUTH DAKOTA CLASSIFIEDS

Email your employment announcement to [tracie.bradford@sdbar.net](mailto:tracie.bradford@sdbar.net) by 26th of each month to have it included in the next newsletter. Please be sure to include a closing date. To see more jobs listings, visit [www.statebarofsouthdakota.com](http://www.statebarofsouthdakota.com)



## **Assistant General Counsel**

Job ID: 31662

Agency: Bureau of Human Resources and Administration

Location: Pierre or Sioux Falls, SD are preferred, but other locations in South Dakota will be considered.

Salary: \$77,271-\$120,644 Annual Salary, depending on qualifications

Pay Grade: L1 - L3

Closing Date: Open Until Filled

This is a Full-Time 40-hour weekly position with the Bureau of Human Resources and Administration ("BHRA"), recently formed by the merger of the former Bureau of Human Resources and the former Bureau of Administration. For more information on BHRA, please visit <https://boa.sd.gov> and <https://bhr.sd.gov>.

The Office of General Counsel, Bureau of Human Resources and Administration, seeks to fill up to two (2) Assistant General Counsel positions focused on performing transactional legal work primarily in one or more of the following areas: administrative law, public procurement law, and employment law. The position(s) filled will report to the General Counsel for the Bureau of Human Resources and Administration. Duties in the higher classifications will be similar; however, project complexity and oversight may change. Pay rate and classification will depend on experience and qualifications.

Pierre or Sioux Falls are preferred work locations, but other locations in South Dakota will be considered.

Depending on the location of the individual selected, this position may offer a hybrid/remote work model, allowing for a mix of remote and office work. Additional details will be shared and discussed during the hiring process.

Primary duties will include advice and counsel related to one or more of the following legal portfolio areas: administrative law, public procurement law, and employment law. Administrative law areas include risk management, federal and state surplus property sales, fleet and travel management, debt recovery, open records requests, and records management. Public procurement areas include service and supply contracts, information technology contracts, professional services contracts, public improvement contracts, and leases. Employment law areas include hiring actions, adverse personnel actions, conflicts of interest, unemployment, workers compensation, Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), subrogation claims, subpoena response, and litigation support. Additional duties may include, but are not limited to, advice on administrative rulemaking and/or legislative bill drafting, and other legal services and special projects on an as-needed basis.

### **Licenses and Certifications:**

Current admission to practice with the State Bar of South Dakota or ability to obtain admission within six months of start date.

### **The Ideal Candidate Will Have:**

A strong work ethic, integrity, initiative, and an interest in transactional legal work related to one or more of

the following legal portfolio areas: public contracting, employment law, and the administrative functions and responsibilities of state government.

Knowledge, Skills, and Abilities in:

- public contracting related to supplies, public improvements, software, and services;
- public lease agreements, Real Estate, and Property Management;
- administrative law related to functions and responsibilities of state government;
- employment Law;
- legal research and writing;
- preparing and analyzing legal documents;
- making sound judgments;
- identifying and applying legal principles;
- expressing oneself clearly and concisely, orally and in writing.

**Additional Requirements: To be considered, please attach your resume.**

This position is exempt from the Civil Service Act.

NCRC: If you possess a National Career Readiness Certificate, please submit the certificate with your application. For more information on how to acquire a National Career Readiness Certificate contact a South Dakota Department of Labor and Regulation Job Service Office. A certificate is not necessary to be considered.

The State of South Dakota does not sponsor work visas for new or existing employees. All persons hired will be required to verify identity and eligibility to work in the United States and complete an Employment Eligibility Verification, Form I-9. The State of South Dakota as an employer will be using E-Verify to complete employment eligibility verification upon hire.

The State of South Dakota offers \$0 premium employee health insurance option plus eleven paid holidays, generous vacation and sick leave accrual, dental, vision, and other insurance options, and retirement benefits. You can view our benefits information at <https://bhr.sd.gov/job-seekers/work-for-state-government/>. This position is a member of Class A retirement under SDRS. Must apply online: <https://gen-stateofsouthdakota-trn.inforcloudsuite.com/hcm/xmlhttp/shorturl.do?key=1Q2>

You must apply online, emailed resumes or submissions will not be accepted.

South Dakota Bureau of Human Resources

Telephone: 605.773.3148 Email: [careers@state.sd.us](mailto:careers@state.sd.us)

<http://bhr.sd.gov/workforus>

“An Equal Opportunity Employer”

## BI-LINGUAL Legal Case Manager

The SDVFP Legal Case Manager assists immigration attorneys with preparing and filing immigration forms, translating documents, communicating with client(s), interpreting client(s)-attorney meetings, and gathering any necessary evidence for case(s). The Legal Case Manager may also work closely with other departments at SDVFP such as, volunteering at Outreach events, reporting data to Social Media Specialist, and making referrals to the Community Health Worker. The Case Manager participates in Webinars and other continued educational resources.

The Case Manager must be a self-motivated advocate with a passion for justice and equity and experienced working with multilingual, vulnerable clients. This position is based in Sioux Falls, SD.

Primary Responsibilities:

- Client Communication & Navigation
  - Main contact for legal and non-legal related matters
- Document Preparation and Filing
  - Prepare and file various immigration forms, petitions, and other legal documents, ensuring accuracy and compliance with USCIS, EOIR, and State Court.
- Legal Research
  - Stay up to date with policies and laws that impact clients.
- Document translation/interpreting
- Case Management
  - Includes being the point person between the legal team and case management provider
- Client
- Administrative Tasks
  - Includes checking mail, shopping for administrative supplies, creating electronic and physical client folders
- Grant Reporting/Data Gathering
  - Gathering information for grant reports and impact reports.
- Demonstrate a commitment to diversity, equity and

inclusion in the workplace using a personal approach that values all individuals and respects differences in race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, and socio-economic circumstance.

**Qualifications:**

- Demonstrated commitment to the mission and goals of the SD Voices for Peace.
- Demonstrated customer service skillset.
- Demonstrated ability to maintain client and community confidentiality.
- Demonstrated ability to use Windows Office 365, case management systems and Google Suite: Microsoft Office, Adobe, OneDrive/Google Shared Drives and Gmail.
- Demonstrated ability to work with vulnerable clients, including children.
- Demonstrated ability to work with multilingual clients and interpreters.
- Knowledge and familiarity with culture and community of immigrant/refugee population(s) and immigration issues impacting these communities.
- Ability to take constructive feedback from team to build more efficient processes and willingness to learn.
- Ability to work under pressure and handle multiple deadlines effectively.
- Ability to manage vicarious trauma and stress and practice regular self-care.
- Fluency in Spanish and English (written and spoken).
- Proven ability to work independently as well as within a team and take direction.
- Excellent interpersonal and verbal communication skills.
- Balance client frustration with case process and client communication
- Flexible to court changes, immigration changes, and process flow.

## **Paralegal - Office of the Attorney General**

Agency: Office of Attorney General

Location: Pierre

Salary: \$25.00 - \$27.50 DOE

Pay Grade: GHH

Closing Date: 4 weeks

This is a full-time position with the Office of the Attorney General. For more information on the Office

of the Attorney General, please visit <http://atg.sd.gov>.

The duties of the Paralegal may include, but are not limited to: providing administrative support to attorneys within the office; filing documents with various courts; maintaining files in an electronic case management system; drafting subpoenas for the procurement of records; assembling and organizing discovery; compiling exhibits; assisting with trial preparation; preparing appendices on briefs; and performing other related work as required.

**The Ideal Candidate Will Have:**

Completion of an Associate or Baccalaureate Degree in Business Law or Legal Studies, or completion of an ABA approved paralegal training program, or two years of advanced clerical work with experience in a legal services operation, or an equivalent combination of training and experience.

**Knowledge of:**

Microsoft Office Suite, Adobe, and other commonly used computer programs  
E-discovery platforms, electronic case management systems, and trial presentation software  
Office practices and procedures  
English and grammar skills  
Legal reference materials  
Legal terminology, forms and procedures

**Skill to:**

Communicate effectively  
Pay attention to detail  
Problem Solve  
Exercise sound judgment

**Ability to:**

Establish and maintain effective working relationship with office personnel  
Work independently on assignments  
Pass an extensive background investigation.

This position is eligible for Veterans' Preference per ARSD 55:10:02:08.

*Successful applicant(s) will be required to undergo a background investigation. An arrest/conviction record will not necessarily bar employment. Successful applicant(s) will undergo an abuse and neglect screening. Offers of employment are conditional upon successful completion of a drug screening.*



NCRC: If you possess a National Career Readiness Certificate, please submit the certificate with your application. For more information on how to acquire a National Career Readiness Certificate contact a South Dakota Department of Labor and Regulation Job Service Office. A certificate is not necessary to be considered.

The State of South Dakota does not sponsor work visas for new or existing employees. All persons hired will be required to verify identity and eligibility to work in the United States and complete an Employment Eligibility Verification, Form I-9. The State of South Dakota as an employer will be using E-Verify to complete employment eligibility verification upon hire.

The State of South Dakota offers employer paid health insurance plus eleven paid holidays, generous vacation and sick leave accrual, dental, vision, and other insurance options, and retirement benefits. You can view our benefits information at <https://bhr.sd.gov/job-seekers/work-for-state-government/>. This position is a member of Class A retirement under SDRS.

Must apply online:

You must apply online, emailed resumes or submissions will not be accepted.

South Dakota Bureau of Human Resources

Telephone: 605.773.3148 Email: [careers@state.sd.us](mailto:careers@state.sd.us)

<http://bhr.sd.gov/workforus>

“An Equal Opportunity Employer”

## Title IX Coordinator

**Job no:**

534784

**Work type:**

Staff Full-Time

**Location:**

Main Campus (Gainesville, FL)

**Categories:**

Legal/Audit Services/Compliance

**Department:**

22020000 - GN-UNIVERSITY COMPLIANCE

**Job Description:**

You belong at a university that's leading the way!

The University of Florida Compliance and Ethics' division is accepting inquiries, nominations, and applications for the Title IX Coordinator position. Located in Gainesville since 1906, UF has 16 colleges, a major academic health center, a championship-winning athletic program, a top-ranked undergraduate online program, and in keeping with its land-grant mission, one of the nation's most comprehensive agricultural and natural resources programs. All are based at the University's 2,000-acre campus, joining its historic red-brick core with advanced facilities and preserved natural areas connecting to adjacent innovation, commercial, and residential districts.

The University of Florida is a major research institution that is leading the way by harnessing the power of artificial intelligence (AI), leveraging the brightest minds, and educating the next generation of leaders to solve some of the world's most formidable challenges. UF is ranked the #1 Public University by the Wall Street Journal and 6th of Public National Universities by U.S. News and World Report.

**About Compliance and Ethics**

The Mission of UF Compliance and Ethics is to protect and promote the institutional integrity of the University of Florida and serve as a resource to all employees in matters of ethical conduct and compliance with the law. UF Compliance and Ethics fosters a culture that embeds the importance of compliant conduct in all university functions and reflects the University's Core Values.

UF Compliance and Ethics provides oversight, coordination and guidance on enterprise-wide compliance activities through the development of effective policies and procedures, education and training, monitoring, communication, enforcement of standards, compliance risk assessment, and responding to reported issues.

**The Opportunity**

The University of Florida seeks a visionary leader to serve as the Title IX Coordinator overseeing enterprise-wide compliance with Title IX of the Education Amendments of 1972. Reporting directly to the Chief Compliance, Ethics, and Privacy Officer, this director-level role is essential for managing Title IX compliance,

policy development, and educational programs.

The Title IX Coordinator is responsible for ensuring compliance with the law, managing the intake, response, investigation, and resolution of all reports to the Title IX Office. This role also involves developing and implementing institutional policies, overseeing the design and implementation of Title IX and Violence Against Women's Act (VAWA) educational programs in collaboration with partners such as human resources, student affairs, and Clery officers. Additionally, the Coordinator will chair the Title IX committee and oversee strategic planning and future growth of the Title IX Office.

#### Why Join Us?

This public-facing role requires a high degree of privacy, professionalism, and trust. The coordinator is responsible for oversight of day-to-day operations as well as leadership of a team comprised of Title IX Investigators, Intake Coordinator, and future planned positions within the Title IX Compliance office. Be a part of a dynamic team dedicated to fostering a safe and compliant environment at UF. Apply now!

Key Functions and Responsibilities Include but are not limited to:

#### Compliance Oversight

- Serve as the primary point of contact for all matters related to Title IX compliance, ensuring adherence to federal and state laws, regulations, and institutional policies.
- Work collaboratively with partners across the UF enterprise to develop tools, best practices, and resources that are compliant, transparent, and consistent with the Title IX process.
- Test and monitor the effectiveness of systems and remediation of weaknesses and gap mitigation.
- Collect, analyze, and maintain data related to Title IX complaints, trends, and outcomes, utilizing this information to inform decision-making, identify areas for improvement, and prepare required reports for regulatory agencies.

#### Complaint Management and Investigation

- Manage the Title IX Office's response to and investigation of complaints alleging violations of Title IX in accordance with established policies and procedures.

- Provide oversight of the Title IX Office's intake, investigation, and adjudication processes.
- Ensure the processes are timely and follow the requirements of all federal and state laws and regulations and applicable university policies.
- Maintain detailed and thorough records of all reports, complaints, investigations, and resolutions.
- Policy Development and Implementation
- Collaborate with relevant stakeholders to develop and update institutional policy related to Title IX ensuring compliance with federal and state laws.
- Work with various departments to implement policies transparently and consistently, ensuring they are communicated effectively to the UF enterprise.
- Identify systemic problems, policy gaps or risks, and work to address them proactively.

#### Committee/Strategic Partnerships

- Chair and oversee the University's Title IX committee, comprised of various partners within the UF enterprise. The committee will respond to issues, advise the Title IX Office on institutional implementation issues, and review data to promote root cause analysis in future strategic planning initiatives.
- Serve, as needed, on other committees where Title IX representation is beneficial.

#### The City of Gainesville

Gainesville is home to Florida's largest and oldest university, as well as a vibrant hub of education, healthcare, culture, and sports in the state. The University of Florida and UF Health Shands Hospital are major employers, providing jobs for many residents of surrounding counties. The Greater Gainesville area serves as the cultural, educational, and commercial heart of the north central Florida region. Gainesville offers a full range of municipal services, including cultural and administrative support. Renowned for its preservation of historic landmarks and natural beauty, the city boasts numerous parks, museums, and lakes that attract thousands of visitors. With its lush urban forest and Tree City USA® designation, Gainesville stands out as one of Florida's most picturesque cities. Its central location provides convenient access to both the Gulf of Mexico and the Atlantic Ocean, offering easy exploration of Florida's famed beaches, springs, and nature reserves. Explore Gainesville in 60 Seconds. .

**Expected Salary:**

Commensurate with education and experience.

The University of Florida offers a competitive salary commensurate with similar positions and includes a full benefits package. Click [here](#) to view the university's Total Rewards Benefits plans.

**Minimum Requirements:**

Master's degree in an appropriate area and at least six years of experience in appropriate area; or an equivalent combination of education and experience.

**Preferred Qualifications:**

- Juris Doctor (J.D.), PhD, or EdD in a related field.
- Certified Compliance and Ethics Professional (CCEP)
- Previous experience overseeing a Title IX program at a large, decentralized institution of higher education.
- Progressively responsible experience in Title IX compliance, including experience conducting investigations and managing Title IX processes

**Special Instructions to Applicants:**

We welcome nominations of and applications for the position of Title IX Coordinator at the University of Florida from individuals who would bring unique perspectives and experiences to support UF's mission of excellence in education, research, and student life. Inquiries and nominations can be sent to Mackenzie Burkett at [M.burkett@ufl.edu](mailto:M.burkett@ufl.edu) or Jeanna Johnson [JeannaJohnson@ufl.edu](mailto:JeannaJohnson@ufl.edu) with the Strategic Talent Group.

Candidates must apply online at Careers at UF. For full consideration, applications must be submitted by Sunday, July 20th, 2025, at 11:55 p.m. with the following required documents:

- Cover Letter summarizing experience, qualifications and interest in this role
- A complete Resume or CV
- List of references for at least three (3) professional contacts that includes:
  - Full name
  - Current position
  - Email address
  - Telephone number

Applications received after Sunday, July 20th, 2025, at 11:55 p.m. will be reviewed at the discretion of the search panel. The position posting will remain open and accept applications until a competitive pool of applicants is established.

**This requisition has been reposted. Previous applicants are still under consideration and need not apply.**

**Our Commitment**

University of Florida is a member of the State University System of Florida and an Equal Opportunity Employer. All qualified applicants will receive consideration for employment based on merit.

Hiring is contingent on eligibility to work in the U.S. The University of Florida is a public institution and is subject to all requirements under Florida Sunshine and Public Record laws. If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD) or visit Accessibility at UF

**Staff Attorney - Pierre/Eagle Butte**

*Are you passionate about racial justice and holistic legal advocacy? Join our team, and make a long-term impact!*

**DAKOTA PLAINS LEGAL SERVICES (DPLS)**, a non-profit legal services program, has an opening for a Staff Attorney position in our Eagle Butte, South Dakota office. The Eagle Butte office serves the counties of Dewey, Haakon, Hughes, Potter, Sully, Stanley and Ziebach along with the Cheyenne River Reservation. This position follows a hybrid schedule, working in office and remotely.

**SALARY/BENEFITS:** 70,000+ starting salary for attorneys with 2 or more years of experience. DPLS has an excellent fringe benefits package including generous leave benefits of 6 weeks paid leave, and 15 paid holidays. Employer paid employee insurance coverage (medical, dental, life, disability). DPLS observes a 34 hour 4-day work week and offers matching 401(k).

**QUALIFICATIONS/RESPONSIBILITIES:** Applicants must have a JD degree and be licensed to practice, or by reciprocity be able to obtain a license to practice, in South Dakota, or be qualified to take the next South



Dakota Bar Exam; must be a bright, motivated, self-starter; must have the tenacity to assume immediate practice responsibilities, including handling a significant caseload touching on many different areas of law with regular appearances in court; and must demonstrate an interest in poverty law and working with Native American and low income clients. Some same day travel is required.

**APPLICATION INFORMATION:** For more information, or to submit a letter of interest and resume, please contact Kate Breyfogle, Director of Human Resources at: [kbreyfogle@dpls.org](mailto:kbreyfogle@dpls.org).

**CLOSING DATE:** Open until filled.

*DPLS is committed to equal employment opportunities for all workers, regardless of race, gender, disability or other protected class status. DPLS is committed to compliance with all federal, state, and local anti-discrimination laws and regulations. All interested applicants are encouraged to apply.*

## **Legal Secretary (PCAP) - Rapid City, SD**

**DAKOTA PLAINS LEGAL SERVICES (DPLS)**, a non-profit legal services program, has an opening for a Legal Secretary position in our Rapid City, South Dakota, office. The Rapid City office serves Butte, Custer, Fall River, Harding, Lawrence, Meade, Pennington and Perkins counties in South Dakota.

**QUALIFICATIONS/RESPONSIBILITIES:** Applicants must have a high school diploma. The legal secretary provides secretarial services attorneys and paralegals and also performs administrative duties as directed by the Managing Attorney of the Branch Office. The legal secretary prepares legal pleadings, correspondence and other documents at the direction of an attorney or paralegal and assists applicants with the application and intake process. Must have familiarity and experience with widely used word processing software and other data management programs; must have a good attitude and ability to work with the general public in a professional manner and an appreciation and a basic understanding of client confidentiality; and must have two years of experience working in a law firm or a similar office environment.

**SALARY:** Based on experience. DPLS has an excellent fringe benefits package including generous leave benefits and employee insurance coverage (medical, dental, life, disability). DPLS observes a four-day work week.

**CLOSING DATE:** Open until filled.

**APPLICATION INFORMATION:** For more information, or to submit a letter of interest and resume, please contact Kate Breyfogle, Director of Human Resources at: [kbreyfogle@dpls.org](mailto:kbreyfogle@dpls.org).

DPLS is committed to equal employment opportunities for all workers, regardless of race, gender, disability or other protected class status. DPLS is committed to compliance with all federal, state, and local anti-discrimination laws and regulations. All interested applicants are encouraged to apply.

## **Staff Attorney - Rapid City**

*Are you passionate about racial justice and holistic legal advocacy? Join our team, and make a long-term impact!*

**DAKOTA PLAINS LEGAL SERVICES (DPLS)**, a non-profit legal services program, has an opening for a Staff Attorney position in our Rapid City, South Dakota office.

**SALARY/BENEFITS:** 70,000+ starting salary for attorneys with 2 or more years of experience. DPLS has an excellent fringe benefits package including generous leave benefits of 6 weeks paid leave, and 15 paid holidays. Employer paid employee insurance coverage (medical, dental, life, disability). DPLS observes a 34 hour 4-day work week and offers matching 401(k).

**QUALIFICATIONS/RESPONSIBILITIES:** Applicants must have a JD degree and be licensed to practice, or by reciprocity be able to obtain a license to practice, in South Dakota, or be qualified to take the next South Dakota Bar Exam; must be a bright, motivated, self-starter; must have the tenacity to assume immediate practice responsibilities, including handling a significant caseload touching on many different areas of law with regular appearances in court; and must demonstrate an interest in poverty law and working with Native American and low income clients. Some same day travel

is required.

**APPLICATION INFORMATION:** For more information, or to submit a letter of interest and resume, please contact Kate Breyfogle, Director of Human Resources at: [kbreyfogle@dpls.org](mailto:kbreyfogle@dpls.org).

**CLOSING DATE:** Open until filled

*DPLS is committed to equal employment opportunities for all workers, regardless of race, gender, disability or other protected class status. DPLS is committed to compliance with all federal, state, and local anti-discrimination laws and regulations. All interested applicants are encouraged to apply.*

## **Brown County Deputy Public Defender**

Public Defender's Office

Opening date: 06/23/2025

Wage: \$3020.15 and up/ bi-weekly; DOE

Closing date: 08/01/2025

The Brown County Public Defender's Office is hiring three Deputy Public Defenders with varying levels of experience to help create its brand-new office. We are considering newly admitted attorneys, attorneys with 20 or more years of experience and everyone in between. (Admission to practice law with the State Bar of South Dakota or ability to obtain admission is required.) This office handles felony and misdemeanor criminal cases; abused and neglected child(ren) cases, juvenile delinquency cases, mental health and involuntary alcohol committal cases.

Do not let lack of experience in criminal law deter you from applying. We are dedicated to providing training opportunities both internal and external that will include handling these types of cases. We offer on the job training that includes proper etiquette in court, negotiation tactics, conducting jury trials, drafting motions, meeting with clients, filing appeals, plus more. You will learn valuable skills at no cost to you that will benefit you for your entire career! With that being said, we hope that is with Brown County.

The Brown County Public Defender's Office promotes a team-focused environment where we strive to create a fun and inviting atmosphere while dealing with a difficult but important job, the only one mentioned in

the Constitution. (Please see the Sixth Amendment.) We work hard to create a healthy work/life balance by monitoring caseloads and using technology to help streamline case management. Our goal is for you to be at your best while feeling confident in handling your own cases with minimal micro-managing, as we support you each step of the way! The Public Defender's Office also values your opinion, and we encourage you to provide alternative solutions to current practices which help keep us on a path of continued improvement.

We offer competitive starting salaries based on experience and qualifications, ranging from \$78,500-\$105,000 per year. We provide employer paid premiums on employee health, dental, and life insurance, while offering cost options for employee dependent plans and supplemental insurance. We are part of the South Dakota State Retirement system which offers a 6% employee match for eligible employees. In addition, we provide a generous paid time off and extended sick leave package, while observing 13 paid holidays throughout the year.

Excited by what you've read? Don't wait- apply now and join our team!

### **JOB SUMMARY**

This position is responsible for the representation of individuals who cannot afford legal representation in criminal cases, abuse and neglect cases, juvenile cases, mental health and involuntary committal cases where the new Brown County Public Defender's Office has been appointed to represent them. Candidates for this position may be designated "Senior Deputy Public Defender", depending upon education and experience.

### **MAJOR DUTIES**

- Zealous representation of clients in criminal, abuse and neglect, juvenile, mental health and involuntary committal proceedings. Representation of clients in criminal and juvenile cases happens at all phases of the criminal justice system including initial appearances, arraignments, motions hearings and trials.
- Coordinates with and assists the Chief Public Defender and other staff members in providing information to the Courts, Court Administration, Clerk of Courts, County Auditor and County Commission as requested.

## EDUCATION/AND OR EXPERIENCE REQUIRED

- Professional degree (Juris Doctor) Graduation from a college of law and attainment of JD or LLB.
- 0-10 years of experience.
- Admitted or eligible to be admitted to the South Dakota Bar Association.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local, state, and federal law.
- Knowledge of investigative tools and techniques.
- Knowledge of trial proceedings.
- Knowledge of computers and job-related software programs.
- Skill in the completion of legal research.
- Skill in producing persuasive legal arguments.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Chief Public Defender assigns work according to department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## GUIDELINES

Guidelines include rules of professional conduct, rules of ethics, South Dakota Supreme Court rules, South Dakota codified law, rules of evidence, and county and department policies and procedure. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied legal duties. The variety of tasks to be performed contributes to the complexity of the position.
- The fast pace of the working environment contributes to the complexity of the position.

## CONTACTS

- Contacts are typically with co-workers, legal assistants, other county employees, other attorneys, law enforcement personnel, judges, victims, witnesses, defendants, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office or courtroom.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may supervise assigned personnel.

## APPLY BY

Submit Brown County application or resume to:

- Brown County  
Human Resources  
25 Market St  
Aberdeen, SD 57401

Fax: 605-725-2355

Email: [Humanresources@browncounty.sd.gov](mailto:Humanresources@browncounty.sd.gov)

Email: [Allison.Tunheim@browncounty.sd.gov](mailto:Allison.Tunheim@browncounty.sd.gov)

## Circuit Court Staff Attorney, Third Judicial Circuit

**Location:** Brookings, SD, or within the Third Judicial Circuit

**Salary:** \$78,759.36 annually

**JOB ID:** 31250

**Closing Date:** Open until filled

**The position can be in Brookings, Huron, Clark, Watertown, Clear Lake, Milbank, Hayti, Miller, Wessington Springs, De Smet, Madison, Howard, Flandreau, or Woonsocket.**

**Position Purpose:** This position performs professional legal work through legal research and writing during all phases of the judicial process to assist the Judges of the Unified Judicial System (UJS); and supervises circuit court law clerks and reviews and coordinates their work. Duties may include:

- Performing legal research and writing to provide assistance to Circuit Judges in analyzing legal issues or cases before them and to facilitate efficiency in court operations.
- Training and supervising law clerks and coordinating their work to facilitate continuity in the quality of



assistance provided by law clerks in performance of judicial duties.

- Providing assistance to Judges, clerks of courts offices, circuit administrative offices, the public, commissions, and individuals to contribute to the effective operation of the circuit.
- performing other work as assigned.

**Minimum Qualifications:** Graduation from an accredited law school and possession of a Juris Doctorate. Licensed to practice law in South Dakota. One year of experience in the legal profession; or an equivalent combination of related education and experience. Successful completion of a criminal background investigation is required for employment.

**To be considered, please attach your resume and one to two briefs you have written or a similar legal document.**

#### **Knowledge, Skills, and Abilities:**

Knowledge of:

- the law and South Dakota law;
- functions of the court;
- court and judicial systems;
- library and technical resources.

Skill in:

- legal writing;
- organizational management;
- time management.

Ability to:

- perform extensive legal research;
- analyze and summarize complex legal issues and facts;
- research and summarize applicable laws, and recommend appropriate resolutions to issues in question;
- exercise discretion, confidentiality, and impartiality in handling matters before the court;
- communicate effectively both orally and in writing with a wide variety of people;
- understand, analyze, and research issues raised throughout the circuit and provide timely and concise responses.

#### **About the South Dakota Unified Judicial System**

The Mission of the South Dakota Unified Judicial System is to provide Justice for All.

Our employees are our most valuable resource and

crucial to accomplishing our mission. We seek talented and motivated individuals to be the face of the court system and help ensure that the Court and all the people that come before it receives the highest level of service. Our dedicated staff work to enhance community safety and ensure victim's rights while treating all individuals with dignity and respect.

For more information on the Unified Judicial System, please visit <http://uj.s.sd.gov>.

Apply at: <https://gen-stateofsouthdako-trn.inforcloudsuite.com/hcm/xmlhttp/shorturl.do?key=1JA>

Unified Judicial System  
500 East Capitol Avenue  
Pierre, SD 57501-5070  
Phone: 605.773.4884

“An Equal Opportunity Employer”

### **Community Advocacy Attorney**

East River Legal Services (ERLS) is hiring a Community Advocacy Attorney for our Sioux Falls office, with a focus on outreach to individuals experiencing homelessness. ERLS is a non-profit law firm serving low-income individuals in the 33 Eastern South Dakota counties. East River Legal Services exists to better the lives of the over 56,000 people living in poverty in Eastern South Dakota. We prioritize services to our most vulnerable citizens, including our community's Veterans, older Americans (60+), people with disabilities, victims of crime, and all those facing financial insecurity.

Under the supervision of the Executive Director, the Community Advocacy Attorney is responsible for supervising Street Outreach and services provided to unhoused applicants. The Community Advocacy Attorney will also participate in regular, reoccurring outreach with domestic violence organizations, Midwest Street Medicine, shelters, and other partner agencies. Additionally, the Community Advocacy Attorney will retain a small caseload (10-15 cases) acquired through the street outreach process that can be assisted through civil legal aid.

### Duties and Responsibilities:

1. Provide high-quality legal representation or advice to clients in housing law, family law, public benefits, consumer, and other related matters in state court and administrative proceedings;
2. Handle a full range of litigation activities including drafting pleadings, conducting depositions, completing discovery, negotiations, motions practice, and representation of ERLS clients at trial;
3. Stay well-informed of the applicable laws and case laws as they develop and change to ensure that East River Legal Services is applying new laws properly;
4. Keep accurate records of case activities and provide the necessary information to meet reporting requirements;
5. Provide education and outreach to members of the community, service providers, and community organizations;
6. Work in collaboration with community organizations that provide rental assistance, domestic violence support, and other services available to assist our clients;
7. Maintain compliance with all program and grant requirements;
8. Complete the online SOAR training and participate in periodic SOAR follow-up training;
9. Advise intake staff on legal advice in critical situations;
10. Attend group case, legal department meetings, and supervisor meetings;
11. Other duties, which may be assigned from time to time by the Executive Director.

### Knowledge, Skills, & Abilities:

1. JD admitted to practice in South Dakota or be eligible for admission to the South Dakota State Bar;
2. Ability to spot legal issues in cases while providing real-time counsel, comfort, and advice;
3. Excellent communication skills, both verbal and written;
4. Ability to prioritize and manage multiple clients and responsibilities;
5. Proficient at the use of technology including, but not limited to: word processing, spreadsheets, internet-based programs, database systems, and computer-based legal research;
6. Must be detail-oriented, organized, and self-motivated;
7. Ability to work effectively as part of a team and independently;

8. Excellent supervisory and leadership skills;
9. Ability to handle numerous tasks concurrently;
10. Knowledge of, and experience with, the Social Security Disability process preferred, but not required;
11. Knowledge of and experience with medical, social, mental illness, substance abuse, and vocational issues affecting people experiencing homelessness;
12. Skills and experience in interacting with persons of various social, racial, cultural, economic, and educational backgrounds;
13. Willingness to work flexible hours, occasionally evenings and weekends;
14. Ability and commitment to travel, as needed.
15. Being bilingual is preferred, but not required.

### Classification

Classified as an exempt employee

### Salary

Starting at \$66,420.00, depending on experience

Benefits include 14 paid holidays plus a birthday holiday, vacation leave, sick leave, health insurance, dental insurance, vision insurance, life insurance, AD&D Insurance, IRA, and travel reimbursement.

ERLS' Sioux Falls office is open Monday-Friday from 8am-5pm. We close from 12:00pm-1:00pm for lunch.

### To Apply

Please send a cover letter, resume, and references to:

Melissa Frericks  
Director of Operations  
East River Legal Services  
335 North Main Avenue, Suite #200  
Sioux Falls, SD 57104  
[Melissa@erlservices.org](mailto:Melissa@erlservices.org)

### Submission Deadline

Open until filled

**East River Legal Services is an Equal Opportunity Employer. Persons of color, Veterans, persons with disabilities, and persons from other traditionally underrepresented communities are strongly encouraged to apply.**

## Black Hills Energy

Black Hills Energy is people powered and purpose driven. Our team uses the power of energy to improve life for over one million customers in 800+ communities across the West and Midwest. We seek talented, caring people who embody our core values and contribute to a culture of inclusion and growth. As an organization, we believe the best part of working on our team is our commitment to making tomorrow better than today—for our customers, communities and each other.

### Position summary:

This position will provide a full range of legal counsel and services for the operations of company business units ensuring compliance with laws, rules and regulations, and contractual arrangements, and otherwise support the corporation's activities, with primary focus on employment matters, labor relations, and litigation.

### Pay Range:

This posting includes the full pay range for this position. Pay is based on a number of factors and may vary depending on job-related knowledge, skills, experience, and internal equity.

### Corporate Counsel:

\$113,650 - \$187,700

### Associate General Counsel:

\$152,100 - \$250,950

### Reporting Relationship:

Associate General Counsel

### Location:

Rapid City, South Dakota

### Relocation Assistance:

Relocation assistance is available based on individual circumstances! Details to be shared during the offer process.

### Essential Functions:

- Investigate, research, and provide legal advice concerning a broad range of issues and circumstances which arise in company's day-to-day business activities, with emphasis on employment matters, labor relations, and litigation.

- Provide management with legal support related to business operations, including contract drafting, review, negotiation, administration and performance.
- Provide legal support to corporate and administrative functions (e.g. treasury, finance, customer service, insurance, supply chain, real estate).
- Provide management with legal support related to acquisitions, divestitures, joint ventures and other strategic partnerships, and development of company-owned operating assets and facilities.
- Provide legal support and assistance to the Deputy General Counsel and General Counsel. Develop firm understanding of company's strategic business values and objectives.
- Review and interpret legislation, rules and regulations ensuring company personnel are aware of and in compliance with applicable laws.
- Assist in the supervision of outside counsel on legal matters.
- Support and comply with corporate policies, goals, and objectives.
- Participate in legal department planning, project prioritization and administrative tasks. Perform other tasks as assigned.

### What Is Required:

#### Corporate Counsel:

- Juris Doctor Degree from ABA accredited law school.
- Minimum of 3 years of relevant legal experience related to employment law, labor relations, or litigation.
- Licensed to practice law in Colorado, South Dakota, Nebraska, Iowa, Kansas, Arkansas or Wyoming is required.

#### Associate General Counsel:

- Juris Doctor Degree from ABA accredited law school.
- 10 or more years of relevant legal experience.
- Licensed to practice law in Colorado, South Dakota, Nebraska, Iowa, Kansas, Arkansas or Wyoming is required.

### What Is Desired:

- Knowledge and understanding of the regulated business environment; knowledge of general commercial and corporate legal support



requirements.

- Demonstrated ability to distinguish relevant facts, assimilate and analyze facts, and apply legal techniques to resolve complex legal issues.
- Proficient verbal, written, and interpersonal communication skills.
- Ability to make decisive, sound judgments, taking responsibility for developing plans to achieve optimal legal and business solutions.
- Demonstrated ability to plan work in progress; proficient negotiation skills, organize and effectively prioritize.
- Ability to be self-directed and exercise independent judgment; possess unquestionable integrity and thrive in a dynamic team environment.
- Ability to oversee and supervise work of one or more members of legal staff.

*This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for employees in this position. Job descriptions may and do change periodically. Where positions are covered by a collective bargaining unit agreement, the terms and conditions of the agreement will apply.*

#### **About our Company:**

We are a customer, growth and safety focused utility company that is dedicated to our communities. We improve life with energy as an energy partner of choice. Our diverse culture fuels unique perspectives, opening doors to new insights and possibilities. Based in Rapid City, South Dakota, we have over 3000 employees and serve 1.3 million natural gas and electric utility customers across eight states (South Dakota, Montana, Wyoming, Colorado, Nebraska, Iowa, Kansas, and Arkansas).

#### **Enjoy our Comprehensive Benefits Package!**

Annual discretionary bonuses, 401(k) (6% company match and up to 9% company retirement contribution), tuition reimbursement, generous paid time off benefits, including paid holidays and parental leave, company paid life insurance and disability benefits (short and long term), an employee assistance program and well-being benefits, and competitive medical, dental and vision insurance.

Candidates must successfully pass a pre-employment drug screen and background check. If there is anything that may show up in these reports that may

conflict with the position requirements, feel free to contact the Black Hills Energy recruiting team at [jobs@blackhillscorp.com](mailto:jobs@blackhillscorp.com)

*Black Hills Energy does not sponsor applicants for work visas. All applicants must be legally authorized to work in the US.*

*We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. If you require reasonable accommodation, please visit [careers.blackhillsenergy.com](http://careers.blackhillsenergy.com) for more information.*

#### **Attorney - Costello Porter Law Firm**

Costello Porter Law Firm is a thriving law firm with offices in downtown Rapid City and Spearfish, South Dakota. We serve clients throughout South Dakota and the region. Our attorneys are well-respected around the state by both the bar and the bench. We work hard to deliver top results for our clients, while respecting and promoting a healthy work/life balance. We are a general practice firm with practice emphases in business transactions, real estate, civil litigation, including construction and business litigation, probate, municipal law, trusts & estate planning, and other general civil litigation.

We are searching for an associate attorney (1-5 years' experience) interested in real estate and business litigation to join our team. Other practice areas of interest are certainly welcomed and encouraged.

#### Compensation and Benefits

- Competitive salary based upon experience
- Annual performance bonuses
- Roth/Traditional 401k with a company match
- Health Insurance (including vision and dental)
- Life Insurance
- Professional development assistance including licensing and CLE fees.

Please send your resume and cover letter to Jonathan McCoy, [jmccoy@costelloporter.com](mailto:jmccoy@costelloporter.com).

FOR UPCOMING

EVENTS

VISIT

[WWW.STATEBAROFSOUTHDAKOTA.COM](http://WWW.STATEBAROFSOUTHDAKOTA.COM)