

MICHAEL C. SCHAD

Home address:
627 Crestview Dr.
Rapid City, SD 57702
(605) 342-1934

Work address:
300 Kansas City Street
Rapid City, SD 57701
(605) 394-2191

November 9, 2007

Jason Green
City Attorney
Office of the City Attorney
300 Sixth St.
Rapid City, SD 57701

LF121207-07

Re: Application for Assistant City Attorney Position

Dear Jason:

Please accept my application for the Assistant City Attorney position. For the past nine years, I have held the position of Deputy State's Attorney for Pennington County, and I believe my desire for public service combined with my professional experience has prepared me for the challenges that face an Assistant City Attorney.

My career as a Deputy State's Attorney has encompassed prosecution of juvenile delinquencies, abuse and neglect cases, felony cases and domestic violence disputes. These cases have provided me with numerous court and jury trials, as well as exposure to a vast array of legal issues. I have experience in prosecuting every type of offense from truancy to child abuse to kidnapping and murder, and I have successfully transferred numerous serious delinquencies to adult court.

I was appointed by Governor Rounds to serve on the Indian Child Welfare Act Commission, which provided me the opportunity to testify in front of the South Dakota Legislature regarding a bill proposed by the Commission. In addition, I was active in the Work Group for South Dakota Guidelines for Judicial Process in Child Abuse and Neglect Proceedings. I also conduct training for both the Department of Social Services, and for the Court Appointed Special Advocate (CASA) volunteers.


My legal experience encompasses the area of civil litigation as well. Upon graduation from law school, I served as a clerk to the circuit court, Seventh Judicial Circuit, and I worked as an associate attorney at Johnson, Huffman & Clayborne where I was exposed to a variety of civil matters.

While I believe I am a self-starter who requires minimal supervision and can anticipate the needs and goals of my superiors, I also believe I work very well with others and thrive in a team environment. I believe my background and professional experience would be of much value to the City Attorney's Office, and I would appreciate the chance to discuss this opportunity with you.

Enclosed you will find my resume. If you need anything further, please do not hesitate to contact me.

Thank you for your time and consideration, and I look forward to hearing from you soon.

Very truly yours,


Michael C. Schad

Encl.

MICHAEL C. SCHAD

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EMPLOYMENT

DEPUTY STATE'S ATTORNEY JUNE, 1997 - JUNE, 1998
Pennington County State's Attorney's Office DECEMBER, 1998 - PRESENT
Rapid City, South Dakota

Job Duties: Prosecution of juvenile delinquencies, abuse and neglect cases, misdemeanors, felonies, and domestic violence cases with extensive court and jury trial experience.

ASSOCIATE ATTORNEY JUNE, 1998 - DECEMBER, 1998
Johnson, Huffman & Clayborne *Rapid City, South Dakota*

Job Duties: Litigation of personal injury and medical malpractice cases; criminal defense; drafting of contracts; legal research and writing.

JUDICIAL LAW CLERK JUNE, 1996 - JUNE, 1997
Pennington County, Seventh Judicial Circuit *Rapid City, South Dakota*

Job Duties: Legal research; drafting decisions, correspondence and other legal documents; preparing jury instructions; maintaining law library.

LEGAL INTERN SUMMER 1995
Lynn, Jackson, Shultz & Lebrun, P.C. *Rapid City, South Dakota*

Job Duties: Legal research; drafting legal documents; interviewing clients; legal and factual investigations; participation in depositions and courtroom proceedings.

EDUCATION

JURIS DOCTOR MAY, 1996
University of South Dakota *Vermillion, South Dakota*

Activities/Honors: Student Bar Association, Delta Theta Phi, International Law Students Association; Kenneth Raschke Award; Doyle Award

BACHELOR OF SCIENCE MAY, 1993
University of South Dakota *Vermillion, South Dakota*

Major: Political Science & History
Activities: Sigma Nu fraternity; Strollers variety show

PROFESSIONAL MEMBERSHIPS

South Dakota State Bar Association
Planning Committee Juvenile Justice Symposium
Work Group for South Dakota Guidelines for Judicial Process in Child Abuse &
Neglect Proceedings
Rapid City Child Protection Team
Pennington County Child Death Review Committee
Appointed by Governor to serve on Indian Child Welfare Act Commission
Former member of South Dakota Trial Lawyers Association

REFERENCES AVAILABLE UPON REQUEST