

# TRIBAL PROSECUTOR

## Position Announcement

### (OPEN)

#### BACKGROUND:

The Kaibab Band of Paiute Indians is a tribal government seated on the Kaibab Indian reservation. The tribal government has in its structure a tribal court system consisting of Chief Tribal Judge, Tribal Court and Tribal Prosecutor. The Prosecutor reports to the Tribal Council or their designee on issues concerning or affecting tribal sovereignty and the exercise of tribal jurisdiction over criminal law violations, traffic violations, and child welfare and juvenile delinquency matters. The Prosecutor will represent the Tribe in all hearings related to their specific job duties, before the Tribal, State and Federal Courts. He/she will present information in a manner consistent with ethical standards and assuring that justice is upheld according to the laws of the Kaibab Band of Paiute Indians.

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<b>TITLE:</b>	Tribal Prosecutor
<b>DEPARTMENT:</b>	Tribal Courts
<b>SUPERVISOR:</b>	Tribal Council or Their Designee
<b>OPENS:</b>	May 30, 2017
<b>CLOSES:</b>	August 11, 2017
<b>STATUS:</b>	Contract
<b>SALARY:</b>	Dependent on Experience

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#### DUTIES & RESPONSIBILITIES:

Conduct pre-trial investigations necessary to case preparation, including but not limited to consulting with tribal law enforcement officers, other law enforcement agencies and witnesses. Complete legal research and writing necessary to the preparation of complaints, motions, pleadings, and other court documents, and follow up on all cases. While upholding tribal sovereignty, cooperate with tribal, state and federal officials in prevention and adjudication of crime. Work with juvenile agencies and social service agencies or other programs for the prevention and solution of juvenile delinquency, and child abuse or neglect. Represent the Tribe's interest in Tribal or State Court in Indian Child Welfare Cases. Represent the Tribe's interest while participating in the development and implementation of codes, ordinances, agreements, inter-departmental policies procedures and protocol.

#### MINIMUM QUALIFICATIONS:

Applicants must provide evidence of their Juris Doctorate degree from an accredited college of law, and of their active, good-standing membership in a State Bar Association and be licensed to practice in the Tribal Court. Must have at least two (2) years documented successful litigation experience, preferably in a Tribal Court. Knowledgeable of tribal, state and federal law, jurisdictional issues, tribal codes and resolutions. Be able to communicate well with people of all ages, and speak clearly and intelligently to groups of people. Ability to display a high degree of professionalism while keeping difficult situation in proper perspective. The mental ability to deal with a variety of emotions and frustration in a fast-paced, crisis-oriented environment. Adaptability and flexibility in working with a wide variety of people. Ability to resolve problems, handles conflicts, and makes effective decisions under pressure.

Please provide a professional resume and cover letter and send to Kaibab Band of Paiutes, Tribal Affairs Bldg., Attn: Human Resources, HC 65 Box 2, Fredonia, AZ 86022; or email to [HR@kaibabpaiute-nsn.gov](mailto:HR@kaibabpaiute-nsn.gov); or in person to Tribal Affairs Bldg., 1 North Pipe Spring Road, Fredonia, AZ 86022. For more information, contact the Human Resource Director at (928) 643-7245.

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO THE INDIAN PREFERENCE ACT