

JOB ANNOUNCEMENT

JOB TITLE: Prosecutor (Domestic Violence Div.) – Tulalip Tribes

LOCATION: The Tulalip Tribes
6103 – 31st Avenue N.E. #A
Tulalip, WA 98271

SUPERVISOR: Senior Attorney

STATUS: Full Time – Exempt Contract Employee

SALARY: D.O.E.

JOB SUMMARY: Responsible for prosecuting domestic violence and sexual assault violations of Tulalip law and regulations. Provide assistance and prosecute other crimes as required.

This position is subject to appointment by the Tulalip Board of Directors as required by Tulalip Ordinance 49 – 1.13.1

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: include the following, and other related duties as assigned:

1. Execute the responsibilities of a prosecutor by enforcing Tulalip Tribal laws, resolutions, policies, procedures and court rules. The Tulalip DV and Sexual Assault Prosecutor will have the authority to determine which criminal cases should be prosecuted and which declined in conformance with applicable ethical standards and established guidelines.
2. Maintain high ethical standards for himself/herself, and shall hold all subordinate staff to high ethical standards, including maintaining strict confidentiality.
3. Using prosecutorial discretion to determine appropriate legal action on criminal citations, criminal complaints, reports, administrative regulatory hearings and other legal matters. Will have the authority to determine which cases are amenable to pre-filing

diversion and deferred prosecution programs in conformance with established guidelines. Will also determine which matters should be appealed based on the impact of the trial court decision and the available legal precedent.

4. Conduct pre-trial investigations, interview witnesses, secure evidence, prepare and conduct trials, utilize any pre-sentence reports and recommendations after consultation with crime victims, enforcement officers, and other tribal officials, monitor cases for compliance with court orders and prepare orders, motions and other related court documents.
5. Monitor and report on DV and Sexual Assault prosecution statistics and achievements within agreed formats and timelines for the Tulalip Tribes and for grant reporting purposes.
6. Work with the Office of Reservation Attorney staff to establish goals and strategic plans for the Tulalip Prosecutor's Office when necessary.
7. Develop operational documents, including policies and procedures, including mission and vision statements.
8. Maintain and advance positive public relations by cooperating and assisting with county, state, federal and tribal judicial systems and representing the Tulalip Prosecutor's Office at meetings, panels and conferences in the area of DV and Sexual Assault prosecutions. Cooperate with law enforcement officers, defense counsel/spokespeople, tribal officials and government agencies in the exchange of information – in compliance with any federal contracts and as a matter of professional courtesy.
9. Provide training to tribal law enforcement officers regarding criminal procedure, legal updates, and other legal issues applicable to the tribal law enforcement environment.
10. Assist in the development of tribal codes, procedures and forms.
11. Keep informed of the latest developments in the areas of legal responsibility and /or correctional resources, including participating in training to improve skills related to the duties described herein.

KNOWLEDGE, ABILITIES AND SKILLS:

- Graduate of ABA accredited law school and member in good standing of the Washington State Bar Association ("WSBA"). If not an active member of the WSBA, then must take and pass the first available WSBA bar examine after obtaining employment. Continued employment is contingent on being a member in good standing with the WSBA.
- Must be able to obtain bar admission to tribal court bar associations as necessary to perform the court related job duties.

- Four (4) years of experience in the area of criminal law desired, two (2) years required.
- Demonstrated experience working within tribal court communities preferred.
- Demonstrated experience working in the area of domestic violence and/or sexual assault preferred.
- Must demonstrate excellent written and oral communication skills, to include audiences of various ages and educational backgrounds.
- Must have superb writing skills-including spelling, punctuation, grammar, and command of word-processing software (e.g., use of consistent fonts, paragraphing, formatting, etc.).
- Working experience involving tribal law, jurisdictional issues, tribal codes and resolutions, civil and juvenile court procedures desired.
- Demonstrated experience in developing measures to gauge compliance with performance standards desired.
- Demonstrated experience in establishing statistical measures to track court case information desired.
- Demonstrated experience in working with current computerized case management systems and other court related software and technology, and knowledgeable enough to recognize and implement advanced IT applications as they are developed and may be applied to legal office use desired.

OTHER REQUIREMENTS:

- Be dependable, hard working, and trustworthy, as may be demonstrated through history of continuous long-term employment.
- Must be able to work flexible hours, including attending the occasional early morning, lunch-time, early evening, or weekend meeting or training session.
- Must possess and maintain a valid Washington State Driver's License.
- Must be over the age of 25 years, of good moral character, and have no criminal convictions. (Applicants must pass a criminal background check to be considered for this position.)

PHYSICAL REQUIREMENTS:

- Light lifting and stretching.
- Manual and finger dexterity for the operation of a personal computer, calculator, and routine paperwork.

- Ability to sit for extended lengths of time.
- Tolerance to be exposed to computer screen for extended periods of time.

FRINGE BENEFITS:

Health, dental, life, and disability insurance. Pension plan. Annual and medical leave. Paid holidays recognized by the Tulalip Tribes.

Indian preference applies.

APPLICATION PROCEDURE:

Mail or email letter of interest, resume, writing sample and references to:

Attn: Michelle Sheldon, Office of Reservation Attorney Office Manager
Tulalip Tribes
6406 Marine Drive
Tulalip, WA 98271

Ph: (360) 716-4530

Closing Date:

Open until filled.

CONTACT INFO: tbrewer@tulaliptribes-nsn.gov or msheldon@tulaliptribes-nsn.gov