

## POSITION DESCRIPTION

**POSITION: Tribal Prosecutor**

**LOCATION: S/M Community**

**SALARY: \$40,000 - \$60,000 DOE**

**Reports to: General Counsel**

**Exempt**

**POSTING DATE:4-6-16**

**CLOSING DATE: 4-19-16**

**PAYGRADE:**

**The Stockbridge-Munsee Community is seeking a tribal prosecutor. This attorney will provide a litigation services for the Community with an emphasis on ICWA, Child Support, Guardianships, and Employment Law Issues. The position will be located on the Stockbridge-Munsee Reservation near Bowler, Wisconsin.**

### **STANDARD DUTIES:**

1. Litigate on behalf of the Tribe in federal, state and tribal forums.
2. Prepare drafting complaints, briefs, memorandums, preparing oral arguments and advocating in court.
3. Must maintain an acceptable departmental attendance record.
4. Must be reliable and prompt when reporting to work.
5. Attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
6. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
7. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
8. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### **MINIMUM QUALIFICATIONS REQUIRED:**

1. Must be a graduate of an A.B.A approved Law School.
2. Must be licensed to practice law in Wisconsin or licensed in another state and eligible for Wisconsin admission within six (6) months
3. Strong organizational and communication skills.
4. Ability to work constructively with others, good judgment, and ability to learn quickly.
5. Ability to work independently and under pressure.
6. Must be willing to attend all applicable training.
7. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
8. Must be eligible for coverage under the employer's liability insurance.
9. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

10. Must be able to meet physical requirements of position.
11. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
12. Must abide by departmental and organizational safety, testing, and uniform guidelines.

**PREFERRED QUALIFICATIONS:**

1. Experience or knowledge in the areas of Federal Indian Law and contract law are preferred.

**PHYSICAL WORK REQUIREMENTS/WORK ENVIRONMENT**

1. Frequently stand; use hands/arms.
2. Occasionally sit, stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
3. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
4. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.

***SUBMIT APPLICATION AND WRITING SAMPLE TO:***

Human Resource Department  
P.O Box 70  
N8705 Moh He Con Nuck Rd  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

Revised: 10-8-2008

Tribal Council Approved: 04-05-16

**Apply online at:**

**[www.mohican-nsn.gov](http://www.mohican-nsn.gov)**