



The Three Affiliated Tribes
Job Description

POSITION: Special US Attorney

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Domestic Violence
Director/Legal

DEPARTMENT: FBCADV
Program/Legal

SALARY: DOQ/DOE

CLASSIFICATION: Exempt

FLSA STATUS: Regular, Full Time

LOCATION: New Town, ND

OPENING DATE: 01/30/17

CLOSING DATE: 03/27/17

POSITION SUMMARY: Position includes but is not limited to the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Working with victims of domestic violence and/or sexual assault.
2. Maintain confidentiality of clients and sign agreements of confidentiality.
3. The **Assistant Tribal Prosecutor/Special Assistant United States Attorney** will work full time on the prosecution of cases concerning domestic violence, dating violence, sexual assault and stalking, that are committed on the Fort Berthold Reservation. In addition, the North Dakota United States Attorney's Office may also request that the Special Assistant United States Attorney assist in the prosecution of child sexual assault cases.
4. This position will be full-time for a minimum of three years. The number of hours, days of employment and compensation are negotiable and in accordance with the Grant Award. The terms of employment will be determined by the agreement of the parties. The contract shall be compensated on an hourly basis.
5. Will work cooperatively with the Mandan, Hidatsa, & Arikara Nation Police Department, MHA Nation Criminal Investigators, Special Agents FBI Office, and the prosecutor's office to assure safety of the victim.
6. Maintain data for reporting requirements.
7. Will provide daily log and monthly reports when requested by the Executive Director.
8. Will understand and comply with the requirement of maintaining confidentiality.
9. Other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge



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- Must be willing to become knowledgeable about the law and order codes (laws) of the Mandan, Hidatsa, and Arikara pertaining to domestic violence and/or sexual assault.

Skills

- Must be have written and oral communication skills
- Advocacy skills (demonstrated in prior employment history)
- Computer skills
- General office skills
- Ability to work in a “team concept” as well as “independently”.
- Ability to work with the people of different social, economic and cultural backgrounds.
- Public speaking skills

QUALIFICATIONS AND EDUCATION: MINIMUM REQUIREMENTS

- The statutory prerequisites for employment are: To be eligible to serve as a **Tribal Court Assistant Prosecutor**, a person shall (1) be a member in good standing of the bar in any State or Federal Court; (2) be at least 21 years of age, (3) be of high moral character and integrity, (4) have a law degree for an ABA accredited law school, (5) never have been convicted of a felony; (6) not have been dishonorably discharged from the Armed Forces, (7) be physically able to perform the duties of the office; and (8) successfully complete a bar examination administered as prescribed by the Tribal Executive Board at the first opportunity the exam is scheduled. Experience in related field or 2 years of full-time Domestic Violence related work experience or an equivalent combination of education and experience.
- Must be drug/alcohol free, as this position will be subject to mandatory drug testing.
- Qualified Applicant are subject to a Criminal Background check Employment of this individual is also contingent upon the completion and satisfactory adjudication of a background investigation by the United States Attorney’s office.
- Applications shall be in writing; to include a professional Resume, legal qualifications and any other submissions at the option of the applicant. All applications are considered on merit.

WORKING CONDITIONS:

- Travel is required for further training. Working hours are Monday thru Friday, from 8:00am to 12:00 noon, and from 12:30pm to 4:30pm,
- Must possess a valid driver’s license

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.



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Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED. PERSONS OF INDIAN ANCESTRY WHO ARE AT LEAST 1/4 DEGREE AND WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THEIR DEGREE OF INDIAN BLOOD AND AGENCY ENROLLED.

All interested persons must submit the following information:

- * TAT Application
- * Copies of
 - Diplomas/Certificates and Transcripts
 - Driver's License & Social Security Card
 - Indian or Veteran Preference documents (If applicable)

Submit all necessary information to one of the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960

Job Services of North Dakota
P.O. Box 477
New Town, ND 58763
Ph# 701-627-4390