

AK-CHIN INDIAN COMMUNITY

Human Resources



42507 W. Peters & Nall Road · Maricopa, Arizona 85138 · Telephone: 520.568.1050 · Fax: 520.568.1051

Job Announcement (Repost) #ACIC-16-85b

Job Title: Assistant Prosecutor
Pay Range: \$67,028 - \$80,433.50 per annum
Reports to: Prosecutor
Supervises: Not a Supervisory position.

Summary: Under general direction of the Prosecutor, prosecutes cases on behalf of the Ak-Chin Indian Community. This is as an exempt position.

Minimum Qualifications: Experience equivalent to two years of full time work providing legal counsel in a tribal, local government, or corporate setting, at least one year of trial work is preferred. *Federal Indian Law course work or clinical experience in an Indian legal clinic or law school setting will be considered toward the required experience.* Must be licensed to practice law in the State of Arizona and possess a Juris Doctorate. Must possess a valid Arizona Driver's License and be able to meet the Community's insurance carrier requirements. (see list attached to application or on the website).

Hiring Preference: The Community affords Indian Preference and Veterans' preference. In applying Indian Preference, preference will be given to qualified Community members, then to qualified Native Americans, and then other qualified candidates. Except as otherwise stated herein, all candidates will receive consideration without regard to race, color, sex, age, disability, religion, national origin, or other non-merit factor. Applicants wishing to claim Indian Preference must submit a Certificate of Indian Blood or proof of tribal enrollment at the time of application. All applicants wishing to claim Veterans' Preference must submit a copy of a certified Department of Defense DD Form 214 "Certificate of Release or Discharge from Active Duty."

Duties and Responsibilities:

1. Reviews/investigates cases involving violation of Community Code, signing charges when case is prosecutable.
2. Prepares cases for prosecution in the Ak-Chin Indian Community Court.
3. Meets with defense attorneys/other representatives to discuss resolution of cases.
4. Interviews witnesses, including officers, to prepare an effective prosecution case.
5. Prosecutes Code violations in Court.
6. Assists in training tribal law enforcement staff.
7. Performs legal research, prepares memoranda, motions, briefs, drafts and other legal documents.
8. Attends a variety of meetings with Community Council/management to discuss issues/problems and report on office activities and related issues.
9. Conducts legal research to prepare motions and other pleadings.
10. Assists in implementing proactive programs for both juveniles and adults
11. Oversees office during absence of Prosecutor.
12. Other job related duties as assigned.

Other Requirements:

- Knowledge of and skill in interpreting Tribal, State, and Federal laws, rules, and regulations impacting tribal governments in the State of Arizona.
- Knowledge of the Ak-Chin Indian Community Code/Ordinances.

**Job Announcement
Assistant Prosecutor
Ak-Chin Indian Community**

- Knowledge of the practices, procedures, and techniques for effectively representing a tribal government in court and administrative proceedings.
- Knowledge of legal reference resources and techniques used to prepare and present an effective defense of tribal programs, functions, and activities in court and administrative proceedings.
- Knowledge of and skill in the practices, procedures, and techniques for effectively prosecuting violations in the Ak-Chin Indian Community Court.
- Knowledge of legal reference resources and research techniques used to prepare and present an effective prosecution of violations in the Ak-Chin Indian Community Court.
- Knowledge of word processing computer software.
- Skill in establishing and maintaining effective working relationships with Community Council members, other Department heads, attorneys, and the public.
- Skill in representing a tribal government in court/administrative proceedings.
- Skill in prosecuting cases in tribal Court.
- Skill in negotiating plea agreements.

Closing Date: Open Until Filled. To be considered for this position, please submit a signed and complete Ak-Chin Indian Community application (additional resume optional), 39-month driving record from the Department of Motor Vehicles, a copy of CIB or proof of tribal enrollment if claiming Indian Preference, and a copy of DD214 if claiming Veteran's preference to:

Ak-Chin Indian Community
Attn: Human Resources Department 16-85b
42507 W. Peters and Nall Rd.
Maricopa, AZ 85138

Fax: 520-568-1051
Email: resumes@ak-chin.nsn.us
Website: www.ak-chin.nsn.us

Late and/or incomplete applications will not be considered.

The Ak-Chin Indian Community is a smoke-free and drug-free workplace.