

Job Location

US-WA-Auburn

Division

Tribal Court

Closing Date

open until filled

Job Status

Salaried

Rate**Type**

Contract

Pay Grade

Contract

Hiring Manager Title

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Status

Accepting

More information about this job:

JOB SUMMARY:

The Prosecutor is responsible for representing the Muckleshoot Tribe in all civil, dependency and criminal cases brought before the Muckleshoot Tribal Court from initiation of the case through the exhaustion of all appeals. The Prosecutor may also be asked to represent the Muckleshoot Tribe in State Court cases where it involves Indian Child Welfare cases.

MAJOR TASKS AND RESPONSIBILITIES:

1. Represent the Tribe in the areas of adults and juveniles committing criminal acts, civil prosecution of child abuse and neglect, Elder abuse and neglect cases, civil and criminal violations of traffic offenses, fish and wildlife offenses, exclusion matters, vicious dog offenses and other civil offenses occurring within the Tribal jurisdiction.
2. Represent the Tribe in ICW proceedings, draft notices of intervention and other actions as provided under Tribal and Federal laws.
3. Must possess the ability to effectively present materials to the court, speak clearly and provide excellent interpersonal and communication skills both written and orally.
4. Must possess the ability to conduct interviews with witnesses and complainants.
5. Must be able to litigate bench and jury trials.
6. Must be able to review cases for arraignments, pre-trial conferences, or probation violation hearings by reviewing reports and plea offers for legal sufficiency, preparing amendments or allegations, reviewing defendant's prior criminal histories, contacting victims and gathering input for possible plea offers.
7. Must be able to respond to calls from victims, concerned family and friends, and service providers.
8. Present and explain key policy issues regarding tribal justice and victimization.
9. Keep abreast of new laws, cases and legal challenges that may affect pending or future case prosecution and advises tribal police of challenges.
10. Must work in cooperation with the Muckleshoot King County Police, Auburn Police Department, Muckleshoot Probation Department and the Tribe's Adult Protective Services Program Manager.

11. Cooperates with tribal, state and federal officials in prevention and adjudication of cases while upholding tribal sovereignty.
12. Conducts research, writes documents, files legal documents in the appropriate court, and presents oral arguments in court.
13. Reviews and evaluates Agency regulations, internal controls, and policies, and makes recommendations concerning same to Law and Order Committee and Tribal Council.
14. Assist in developing and improving the Tribe's code of laws including code development.
15. Attend legal seminars, tribal trainings, and meetings as appropriate and necessary to serve the Tribe's interest.
16. Ensures the availability of 24-hour legal support services to Tribal Police and ICW.
17. Other duties as assigned.
18. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

EDUCATION - EXPERIENCE AND TRAINING FOR POSITION:

Required:

- Must be a graduate from an ABA accredited Law School in the United States.
- Current license to practice law in the State of Washington as a member of the Washington State Bar Association required.
- Member of the Washington State Bar in good standing.
- Must be a member of good standing with all legal bars, to which the attorney is admitted, with no pending ethical complaint.
- Previous prosecution and/or Indian Child Welfare experience required.
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Preferred:

- Must uphold the highest level of confidentiality throughout employment and be willing to sign a confidentiality agreement.
- Must comply with the applicable ethical standards and be able to work in cooperation with others.
- Must have a minimum of three (3) years of previous attorney work, with preference for prior experience as a prosecutor, criminal law, public service law and/or Federal Indian Law.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Knowledge of the culture and traditions of the Muckleshoot Tribe; or other Tribes with similar culture and traditions.
- Knowledge of prosecution best-practices for both civil and criminal cases.
- Experience in providing training to tribal agencies and tribal members.
- Experience in drafting tribal codes.
- Knowledge of outside agencies for necessary referrals and data collection.

- Must successfully clear a criminal history and background inquiry. Continued employment is contingent upon successful review of criminal history on a continued basis.
- Must have the ability to work in high stress environment and multitask on a daily basis.
- Must possess and maintain a valid Washington State Driver's License.

PHYSICAL REQUIREMENTS:

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class. The employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to walk, drive a motor vehicle and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderately quiet.