



Deputy Prosecutor

DEPARTMENT: Tribal Prosecutor's Office

SUPERVISED BY: Tribal Prosecutor

DEFINITION/PURPOSE:

Prosecutes criminal, traffic, juvenile and comparable cases in Tribal Court.

ESSENTIAL FUNCTIONS:

Essential functions may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

TASKS:

- Represents the Fort McDowell Yavapai Nation in all criminal, juvenile, dependency and/or comparable actions;
- Represents the Fort McDowell Yavapai Nation in all appeals of all criminal and juvenile actions;
- Reviews reports and complaints to determine if court action should be filed;
- Prosecutes violations of tribal laws and ordinances and negotiates plea agreements;
- Researches and prepares legal pleadings, argues motions and appeals and formulates trial strategies;
- Researches technical and scientific aspects of evidence;
- Interviews and prepares witnesses to testify at trial;
- Contacts defense attorneys or unrepresented defendants regarding pending cases and collects and provides discovery to the defense
- Responds to police and other enforcement personnel requests for information as requested;
- Advises police or other enforcement personnel on legal matters and procedures;
- Provides legal assistance to prosecuting staff and other tribal attorneys as requested;
- Monitors court scheduling of cases and maintains case logs and prosecution statistics;
- Provides limited assistance to the general public by answering limited questions;
- Researches existing laws/ordinances;
- Performs other duties as assigned or required.

KNOWLEDGE/SKILLS:

- Working knowledge of the Fort McDowell Yavapai Nation Constitution, Law and Order Code, Arizona Revised Statutes, Federal Indian Law, Indian Civil Rights Act, Indian Child Welfare Act, Tribal Case Law, Federal Rules of Evidence;
- Knowledge of court protocol, proceedings, and practices;
- Knowledge of legal research utilizing books and electronic research systems;
- Skill in interpreting and applying complex laws, statutes, ordinances, and rules;
- Skill in managing a high case load consisting of a variety of case types;
- Skill in operating a personal computer with word processing software;
- Skill in establishing and maintaining effective and cooperative working relationships with other departments of the Fort McDowell Indian Community.

MINIMUM QUALIFICATIONS/EDUCATION:

- 1) A law degree from an accredited law school and Membership in the State Bar of Arizona;
- 2) Three years of responsible experience in criminal prosecution or defense of criminal cases including jury trials;
- 3) Tribal experience desirable;
- 4) Juvenile court experience desired;
- 5) Drug court experience desired;
- 6) Current Arizona driver's license and ability to meet insurance standards;
- 7) Experience with electronic legal research.

PAY RATE: \$74,947.02 TO \$89,936.42 Per Annum (DOE)

POSITION STATUS: Regular, Full-Time

OPEN DATE: February 22, 2018

CLOSE DATE: March 8, 2018

SUBMIT APPLICATION TO:

Fort McDowell Yavapai Nation Human Resources Dept.
Attn: Recruiter
PO Box 17779
Fountain Hills, AZ 85269
Phone: 480-789-7138
Fax: 480-816-0419
Email: recruiter@ftmcdowell.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL REQUIRE TO PASS A PRE-EMPLOYMENT DRUG SCREEN
AND COMPLETE A BACKGROUND CHECK
WHICH WILL REQUIRE FINGERPRINTING**