

**JOB OPENING ANNOUNCEMENT
(repost)**

Job Title: Prosecutor II

Reports To: Chief Prosecutor

Department: Attorney General

Job Vacancy: YAN-18-009

Status: Regular Full-Time

Starting Wage: DOE

Opening Date: 4/30/2018

Closing Date: Until Filled

POSITION DESCRIPTION: The Prosecutor investigates, evaluates and prosecutes juveniles and adults accused of violating the criminal laws of the Yavapai-Apache Nation. The Prosecutor also represents the Nation in dependency and neglect proceedings, including Indian Child Welfare proceedings, before tribal and state courts. The Prosecutor will perform the duties and responsibilities of the position in an ethical manner and assure that justice is upheld according to the laws and custom of the Yavapai-Apache Nation.

QUALIFICATIONS:

- Must possess a Law Degree from an ABA accredited law school within 4 months.
- Must be licensed to practice law in Arizona and in good standing within 1 year.
- Relevant experience in Criminal Law (at least three years of prosecution or defense experience in tribal, federal or state courts) preferred.
- High level of written and oral communication skills and superior ability to advocate and persuade – self-edited writing sample required from all applicants.
- Strong investigative skills, instincts and techniques
- Superior organizational skills and ability to handle significant number of active matters simultaneously
- Well-developed interpersonal skills and ability to work in a supportive and professional matter with other attorneys, support staff and partnering agencies
- Enthusiasm for the law and for public service
- Comfortable interviewing and working with victims of crime, including individuals who have experienced trauma, are in crisis, or who struggle with mental illness and/or substance abuse or addiction
- Ability to interact constructively with individuals in highly emotional and adversarial situations
- Responsible for Court coverage and other duties as assigned by the Chief Prosecutor
- Comfortable speaking in public, to judges or juries, and with various segments of the public
- Thorough knowledge of the rules of evidence, Constitutional law and Criminal law and Procedure and ability to competently apply those rules
- Ability to exercise independent judgment and to handle unexpected problems efficiently
- Strong work ethic
- Outgoing, compassionate and helpful personality
- Excellent references from individuals with substantial personal knowledge of applicant's legal abilities (not related to applicant)

- Must possess a valid state-issued driver's license and be insurable with the Nation's insurance carrier, and maintain insurability of the same.

DUTIES AND RESPONSIBILITIES:

- Investigate possible violations of the Yavapai-Apache Nation criminal code. Exercise discretion and authority to proceed with the prosecution of criminal violations (including: arraignment, discovery, trials and appeals) or, to the extent consistent with the public interest and public policy, negotiate plea agreements
- Develop the theory of a case, identify potential evidentiary issues, obtain evidence and prepare witnesses for trial
- Maintain professional relationships with victims, witnesses, law enforcement agencies, attorneys and members of the community.
- Maintain strict confidentiality and uphold all rules of professional responsibility and prosecutorial ethics
- Work collaboratively with other tribal agencies, specifically Department of Social Services, Police Department, Probation, and Yavapai-Apache Wellness Court towards coordinated resolution of cases
- Provide legal guidance to law enforcement agencies, including guidance on how to comply with Constitutional due process requirements
- Research and write clear, well-supported legal motions and memoranda
- Explain complex legal concepts to individuals who do not have a legal background
- Attend bench/bar meetings and family health court staffing's within the Yavapai-Apache Tribal Court and contribute to the development and continued growth of the Nation's judicial system
- While protecting the sovereignty and jurisdiction of the Yavapai-Apache Nation, assist, coordinate and cooperate and with local, state and federal law enforcement authorities as needed regarding criminal investigations and prosecutions occurring within their respective jurisdictions
- Collaboratively work with Yavapai-Apache Nation department of Social Services to present child protective matters to the Tribal Court
- Attend legal trainings and conferences when directed by the Chief Prosecutor; stay current on legislation and case law directly or indirectly affecting tribal court operations; attend continuing legal education seminars and trainings to maintain legal proficiencies and required licensing
- Ensure all applicable codes are exercised effectively and fairly
- Other duties as assigned by the Chief Prosecutor or the Attorney General.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.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 BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**





**Yavapai-Apache Nation
Weekly Job Vacancy List
June 5, 2018
(Revised)**

Job Vacancy Number	Position Title	Status	Department	Opening Date	Closing Date
YAN-18-002	PT Cashier/Stocker	Part-Time	Marketplace/ Whitehills	01/02/2018	Until Filled
YAN-18-003	On-Call Support	Full-Time; up to 32 hrs	Human Resources	01/02/2018	Until Filled
YAN-18-033	Substitute Teacher (repost)	Part-Time	Montessori	5/29/2018	6/08/2018
YAN-18-009	Prosecutor II (repost)	Full-Time	Attorney General	4/30/2018	Until Filled
YAN-18-051	Front Desk Clerk	Part-Time	Distant Drums	06/05/2018	06/15/2018
YAN-18-046	Case Manager	Full-Time	A/SA	5/22/2018	6/08/2018
YAN-18-028	Registered Nurse (repost)	Full-Time	YAHC	5/22/2018	6/08/2018
YAN-18-047	DOE Program Manager	Full-Time; Exempt	Attorney General	5/29/18	6/15/2018
YAN-18-048	Recreation Assistant	Full-Time	Recreation	5/29/2018	6/08/2018
YAN-18-052	TGO Executive Director	Full-Time	TGO	6/5/2018	6/29/2018

Sand And Rock Openings

YAN-18-026	Redi-Mix Truck Driver (repost)	Full-Time	Sand & Rock	5/21/18	6/15/2018
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Board Opening

Job Vacancy Number	Position Title	Status	Department	Opening Date	Closing Date
YAN-18-049	Election Board (2)	3 Year Term	Election Board	6/5/2018	6/15/2018
YAN-18-050	Election Board (1)	1 Year Term	Election Board	6/5/2018	6/15/2018

ALL APPLICATIONS MUST BE SUBMITTED BY 5PM ON THE CLOSING DATE.

Applicant Background Checks: All applicants are subject to full background checks (which may include fingerprinting) based on the Indian Child Protection and Family Violence Prevention Act, the Yavapai-Apache Nation Sex Offender Registration and Notification Code; and Pre-Employment Testing based on the Yavapai-Apache Nation's Zero Tolerance Drug Free Workplace Policy; other applicable ordinances, and Federal & State laws.

Tribal and Indian Preference: To be considered for Tribal/Indian Preference in hiring, applicants must submit a valid Certificate of Indian Blood ("CIB") and/or Certificate Degree of Indian Blood ("CDIB") with their Employment Application and supporting documents. **Tribal Indian Preference will not be given if a CIB and/or CDIB is not submitted.**

Driver's License Requirement: Applicants who apply for a job position that require a valid driver's license must submit a copy of their driver's license with their application.