



Job Title: Tribal Prosecutor
Department: Tribal Court
Reports to: Tribal Council
Location: Tribal Court Building
Level/Status: Contractual/As-Needed
Wage: \$175/hr.
Open: November 29, 2018
Close: December 13, 2018

SUMMARY

This position will prosecute violations of Tribal law, consistent with principles of Tribal Sovereignty. The Prosecutor will represent the Tribe in all hearings related to his/her specific job duties before the Gun Lake Tribal Court. The Tribal Prosecutor will present information in a manner consistent with ethical standards of justice and will perform his/her job duties in accordance with the laws of the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians.

ESSENTIAL QUALIFICATIONS

- Member in good standing of any state bar association, preferably Michigan
- Ability to acquire and maintain an attorney license in the Gun Lake Tribal Court
- Two years of Tribal Prosecutor experience
- Two years of general litigation experience
- Familiarity with Tribal law, codes, resolutions, customs and traditions as well as Federal Indian law
- Knowledge of Tribal, state and federal law and the jurisdictional parameters of all three
- Proficiency in the use of Microsoft Office programs including Word, Excel, PowerPoint, Publisher and Outlook

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Represent the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians in the prosecution of all criminal and civil infraction cases brought before the Gun Lake Tribal Court
- Conduct pre-trial investigations, including consulting with local law enforcement officers, to ensure thorough case preparation
- Must be able to maintain strict confidentiality according to Tribal, state and federal guidelines
- Willingness to understand, gain knowledge and incorporate Pottawatomi values, culture and customs into activities and services
- Complete legal research and writing necessary for the preparation of complaints, motions, pleadings and other court documents
- While upholding Tribal sovereignty, cooperate with Tribal, state and federal officials in the prevention and adjudication of crime
- Work with the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians' Health and Human Services Department, juvenile agencies, social service agencies and other programs for the prevention of crime and juvenile delinquency
- Represent the interest of the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians while participating in the development and implementation of codes, ordinances, agreements, inter-departmental policies, procedures and protocol
- Maintain thorough crime and prosecution statistics for the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians and from Michigan Tribal Courts, State Courts and Federal Courts

OTHER SKILLS AND ABILITIES

- Ability to competently interview witnesses, prepare trial materials and present evidence
- Ability to organize and maintain clear, concise and accurate records; ability to draft and implement legal documents and present cases before the Gun Lake Tribal Court
- Ability to establish and maintain effective working relationships with Tribal officials, employees and the general public
- Good writing, communication, research and organizational skills
- Good decision-making and dispute resolution skills
- Ability to deal well with people in highly emotional and adversarial situations
- Willingness to work with the Gun Lake Tribal Court and the Gun Lake Public Safety Department in developing various policies and procedures
- Willingness to attend Tribal Justice training events when requested to do so

CONDITIONS OF EMPLOYMENT

- Must possess the ability to work in a fast paced multi-tasking environment, sitting for long periods of time, bending, lifting and reaching
- May require working outside of standard business hours to meet program requirements and deadlines
- Ability and willingness to travel, locally and out of state, for meetings and continuing education

SECURITY SENSITIVE

This position will have access to information that is security sensitive and thereby subject to additional provisions. All information obtained will be protected under IHS/HIPPA policy rules and regulations.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. These statements should not be construed as an exhaustive list of all responsibilities, duties and skills required.

All applicants must be able to demonstrate their US work authorization during the employment verification process. The pre-employment process also requires the ability to pass a criminal background investigation and drug/alcohol test.

INDIAN PREFERENCE

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians recognizes Native American preference in its hiring and employment policies.

TO APPLY

You are required to register and apply through our online employment portal to be considered for this position.

<https://gunlaketribe-nsn.gov/employment/>

If you require assistance or to apply in person:

Gun Lake Tribe
Administration Building
2872 Mission Dr.
Shelbyville, MI 49344