

December 7, 2018

Classified AD

Position: Tribal Special Assistant United States Attorney (SAUSA)

Program: Blackfeet Tribal Court – PO# 85556

Wage: \$43.00 per Hour, Fulltime/Contingent

Closes: December 28, 2018 @ 4:00 p.m.

Applicant must submit a Blackfeet Tribe Application. Applications must be postmarked on/or before closing date. **Incomplete applications will not be considered.**

Qualified tribal members will have preference. For complete application materials, including qualifications requirements, please contact the Blackfeet Personnel Department at 406-338-7307.

Please Bill Blackfeet Tribe – Blackfeet Tribal Court – PO # 85556

Blackfeet Tribe
POSITION DESCRIPTION

Position Title: Tribal Special Assistant United States Attorney (SAUSA)
Department: Legal Department – (Criminal Only)
Reports to: Tribal Court Administrator
Status: Permanent, Full-time (40 hours/week)
Effective: 08/01/2018 through 09/30/2018
Grade14: \$89,440 Per Year

Position Summary:

The Tribal SAUSA will be responsible for the day-to-day project-related activities to ensure that all activities are performed on time and within budget in accordance with the project timelines and task plan. She/he will also be responsible for communicating with the United States Attorney's Office (USAO), Law Enforcement, Tribal Court Administrator, Tribal Judges, communicating with witnesses, communicating with victims, supervising the paralegal staff person, trying criminal cases in both Tribal and Federal court, program reports, reporting to the Tribe, and coordinating activities with the USAO. She/he will only handle serious criminal cases.

General Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- The Tribal SAUSA serves as a prosecutor for serious criminal cases, ensures that the Blackfeet Tribe is represented at all arraignments, and oversees cases assigned.
- Makes charging decisions in conjunction with the other court Prosecutors on a daily basis and works closely to coordinate investigation with law enforcement, USAO, and other parties.
- Identifies relevant judicial decisions, statutes, legal articles, codes and other pertinent material
- Meets regularly with the USAO concerning cases in Federal Court.
- Gather, analyze, and review evidence on a case by case basis and makes decisions for prosecution based on pertinent legal decisions, policies, regulations, and other legal matters as well as the Blackfeet Tribal Code.
- Presents evidence against accused for indictment or release of accused. Appears against accused in court and presents evidence before the judge or other judiciary and jury.
- Represents the Blackfeet Tribe on appeals and special writs in the Appellate Court.
- Prepares various reports as requested or required to ensure compliance with the enforcement of all safety rules and regulations.
- Reports monthly to Tribal Court Administrator and USAO.
- Reports semi-annually and annually to Department of Justice.
- Performs related duties as assigned.

Minimum Qualifications:

- Law Degree from Accredited Educational Institution.
- At least five (5) years of experience prosecuting criminal cases.
- Be a member in good standing of the Bar of the Blackfeet Tribal Court.

Blackfeet Tribal SAUSA Initiative
SAUSA

Attachment

- Be a member in good standing of the Bar of the State of Montana.
- Must pass a Federal Background Check.
- Must be able to practice in Tribal and Federal Court.
- Relevant computer software knowledge and experience.
- Preference give to Enrolled Members of the Blackfeet Tribe.

Knowledge, Skills and Abilities:

- Knowledge of criminal adult and juvenile laws and ordinances (Tribal, State, and Federal) and their jurisdictional processes. Thorough knowledge of legal research techniques.
- A general knowledge of the reservation residents, history, culture and geography of the Blackfeet Reservation.
- Thorough knowledge of legal terminology.
- Thorough knowledge of legal communication principles and practices.
- In depth knowledge of local, state, and federal laws and regulations.
- Strong communication skills.
- Stress tolerance.
- Attention to detail and accuracy.
- Confidentiality.
- Teamwork.
- Skill in communicating with others, both orally and in writing.
- Ability to work independently and to use good judgment in all situations.
- Ability to interact with employees, elected officials, USAO, and the public.
- Ability to read, comprehend and analyze general law periodicals, professional journals, technical procedures and government regulations.
- Ability to use a computer, calculator, copier and facsimile.

Physical Demands and Work Environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs. Essential functions are performed in normal office setting.