

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857
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POSITION DESCRIPTION

TITLE:	Assistant Tribal Prosecutor
DEPARTMENT:	Tribal Courts
SALARY:	G14-15 / S1 – 2 DOE \$26.15 – \$30.12
OPENS:	May 13, 2019
CLOSES:	May 31, 2019
CAREER STATUS:	Conditional, based upon successful passage of the Shoshone-Bannock Tribal Bar Examination, probationary evaluation, & budget appropriations.
EXEMPT STATUS:	Exempt upon successful passage of Shoshone-Bannock Tribal Bar Examination.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference.

GENERAL STATEMENT

The Assistant Prosecutor investigates, compiles, and presents cases in the Shoshone-Bannock Tribal Court ("Tribal Court") on behalf of the Shoshone-Bannock Tribes ("Tribes"). The caseload is mainly focused on criminal matters, but will include juvenile, child support, child protection, and other cases as assigned. The Assistant Prosecutor completes work in compliance with the Shoshone-Bannock Law and Order Code; Ordinances; Resolutions; and internal protocols, policies, and procedures.

SUPERVISION

The Assistant Prosecutor is under the direct supervision of and is evaluated by the Chief Prosecutor.

DUTIES AND RESPONSIBILITIES

Maintain high ethical standards of conduct, representing the Shoshone-Bannock Tribes in a professional manner both in and out of Court. An employee found to be in contempt of court, or in violation of their sworn oath of office is subject to disciplinary action up to and including dismissal from employment. Maintain confidentiality of all information processed through the Prosecutor's Office. A breach of confidentiality will be subject to disciplinary action, up to dismissal from employment.

Work closely with the Fort Hall Police Department, Tribal Fish & Game, and other law enforcement entities within the Fort Hall Reservation. Occasionally work with the Federal Bureau of Investigations

on Tribal matters. Consult with Tribal law enforcement agencies and personnel to offer suggestions and assistance for improving and upgrading the services offered to the Reservation and its inhabitants. Consult with the United States Attorneys with regards to cases that are pending in both Tribal and Federal court.

Work closely with other Tribal departments and programs that interact with the Tribal Court system, including Tribal Child Support Services Program and Tribal Social Services.

Make periodic contacts with surrounding off-Reservation law enforcement and judicial departments to provide mutual transfer of suggestions and ideas to improve interdepartmental cooperation.

Performance Standards shall include but not be limited to:

- Be to work on time every day.
- Provide quality customer service.
- Establish and maintain effective working relationship with all job contacts.
- Work independently with little supervision, including completing tasks in a timely manner.
- Adapt quickly to change.
- Project a professional attitude and appearance.
- Understand and execute a variety of complex written and oral instructions.
- Apply legal principles to individual cases and problems.
- Prepare legal documents and correspondences.

Duties and responsibilities will include other activities and areas needed to carry out position functions.

QUALIFICATIONS

A Juris Doctor/Doctorate (JD) degree from an American Bar Association accredited law school. (G14)
OR

A trained paralegal or person who has knowledge of Tribal, Federal, and State laws applicable to the Fort Hall Reservation. (G14)
OR

Preference will be given to a person with a JD who is licensed by the Shoshone-Bannock Tribal Bar *and* a State Bar Association, knowledge of Shoshone-Bannock people and languages, and who has knowledge of Tribal, Federal, and State laws applicable to the Fort Hall Reservation. (G15)

Must be a member of the Shoshone-Bannock Tribal Bar Association or obtain this qualification within six months of hire date. The initial probationary period will remain in effect until the Shoshone-Bannock Tribal Bar Examination has been passed.

Must possess a valid Driver's License and be insurable through the Tribes' insurance carrier.

Must have a working knowledge of courtroom rules and procedures. Must be able to understand, interpret, and apply constitutional provisions, statutes, administrative regulations, ordinances, and precedents, including the Tribal Privacy Act. Must have working knowledge of and ability to perform legal research and factual investigations.

Must not have been convicted of a felony. Must not have any arrests or misdemeanor convictions within the past two years. Must not have any pending criminal charges.

IMPORTANT APPLICATION INFORMATION

You must turn in an application and all supporting documents by 5:00 p.m. on the closing date to be eligible for this position. Incomplete applications may be screened out. Telephone calls are not accepted in place of an employment application. Submit the application and supporting documents to the Human Resource Department, P.O. Box 306, Fort Hall, ID 83203.

The applicant must submit copies of driver's license, educational or professional credentials, certificates, licenses, and official college transcripts from an accredited college listing degrees earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified. Applicants who have a current application on file are required to submit a letter of interest for each position they want to be considered for. The letter should address how they meet each qualification.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply. To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Other applicants seeking Indian Preference must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs. Veterans who have met the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of the military will receive preference points during the interview process.

An applicant who is selected for employment must submit to an alcohol and drug screening prior to being hired. Refusal to take the test will render the applicant ineligible for employment. Applicants who test positive for alcohol or banned drugs will not be hired and are ineligible for any type of employment with the Tribal Government for 90 days.

The Shoshone-Bannock Tribes will conduct criminal and employment background checks on new employees to ensure suitability for the position applied to. Permanent employment status will be contingent upon the results of the background checks.

Part of the interview process for this position will include presenting an opening or closing argument. If you are selected for an interview, you will be given a fact pattern to study. During the interview, you will be required to provide a five to seven minute opening or closing statement based on that fact pattern. If you do not receive the fact pattern with your interview paperwork, you must contact the Chief Prosecutor prior to the interview so the materials can be given to you.