

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2019-40**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Associate Prosecutor</b>
<b>OPENING DATE:</b>	<b>May 17, 2019</b>
<b>CLOSING DATE:</b>	<b>May 28, 2019</b>
<b>DEPARTMENT:</b>	<b>Courts / Prosecutor Office</b>
<b>SALARY RANGE:</b>	<b>E-17; \$57,771 - \$86,657</b>

**Position Summary:**

Under general administrative direction of the Court Prosecutor, presents/files criminal complaints and prosecutes individuals accused of violating criminal laws, including status offenses the Pueblo of Laguna laws, codes, and/or ordinances of the Pueblo. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Represents the Pueblo of Laguna as plaintiff in Pueblo Court actions to prosecute and enforce penalties for violations of the Pueblo's laws, codes and/or ordinances assigned by the Court Prosecutor.
- Conducts research, interviews clients and witnesses; develops strategy, arguments and testimony in preparation for presentation of case and in preparation for trial; and prosecutes Pueblo Court trials of cases as assigned in consultation with Court Prosecutor.
- Prepares witnesses for depositions and trial.
- Prepares pleadings, motions, legal briefs, orders and appellate documents.
- Assists law enforcement in obtaining search warrants, arrest warrants, subpoenas, and in making charging decisions by providing sound legal guidance.
- Works with applicable service providers (Probation, Social Services, Behavioral Health) to determine appropriate recommendations for sentences, referrals and other related services.
- Utilizes a plea bargain process to protect the interests of both the Pueblo and victims of crime. Ensures a balanced criminal justice system.
- Collaborates with the Victim Witness Advocate in assigned cases and in implementing victim action programs and projects.
- Ensures the effective and fair enforcement of the Pueblo codes. Recommends amendments of Pueblo law to Court Prosecutor where appropriate.
- Assists Court Prosecutor in the development of and securing funding for diversion programs for offenders of Pueblo law.
- Participates on teams and committees as directed.
- Assists in the development and refinement of the Pueblo's crime prevention and intervention initiatives.
- Provides community outreach and education services.
- In collaboration with Village Officials, utilizes the Pueblo's customary based approach to resolve issues when appropriate and/or necessary.
- Maintains all appropriate documentation as required; ensures the confidentiality of client information.
- Develops and maintains relationships with entities of common interest, including the U.S. Attorney's Office, F.B.I., B.I.A., and other internal and external programs.
- Maintains professional and technical knowledge by conducting research; reviewing case histories and rulings; attending relevant training and conferences; and establishing networks with similar programs.
- Complies with requirements and standards of conduct applicable to licensure and profession.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

Juris Doctorate from an accredited law school required. Two years of progressively responsible experience in the practice of law required. Member in good standing with the New Mexico State Bar required. Fluency in the Laguna language preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Associate Prosecutor is designated as a High Risk Public Trust (*HRPT*) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Professional Services Employment Agreement	X

**Knowledge, Abilities, and Skills:**

- Knowledge of applicable laws, regulations, and requirements, specifically the Pueblo of Laguna Constitution, Codes, Ordinances, and Rules of Procedure and Evidence, including relevant Chapters of U.S. Code, Title 25 – Indians.
- Knowledge of standards of conduct applicable to licensure and profession.
- Knowledge of courtroom processes, procedures, and protocol.
- Knowledge of proper spelling, grammar, punctuation, and legal terminology.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and establish positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality; to demonstrate moral character, self-responsibility and accountability.
- Ability to accommodate emergency hearings.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare comprehensive reports and present detailed, accurate information.
- Ability to interpret applicable laws, regulations, and requirements.
- Ability to negotiate legal actions.
- Ability and skill to be persuasive and tactful in controversial situations.
- Skill, preparing, reviewing, analyzing, interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Skill in gathering, analyzing, and organizing information.
- Skill in use of Word, Excel, Outlook, and software unique to program.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.

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- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [polemployment@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**