

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2019-34**

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

<b>POSITION:</b>	<b>Court Prosecutor</b>
<b>OPENING DATE:</b>	<b>May 15, 2019</b>
<b>CLOSING DATE:</b>	<b>May 24, 2019</b>
<b>DEPARTMENT:</b>	<b>Pueblo Court / Prosecutor's Office</b>
<b>SALARY RANGE:</b>	<b>E-18; \$66,004 - \$99,006</b>

**Position Summary:**

Under administrative supervision of the Governor, presents/files criminal complaints and prosecutes individuals accused of violating 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 as plaintiff in Pueblo Court actions to prosecute and enforce penalties for violations of the Pueblo's ordinances.
- Assesses complaints to determine if formal criminal proceedings are warranted, assigns cases to other Prosecutors.
- Conducts research, interviews victims and witnesses; develops strategy, arguments and testimony in preparation for presentation of case and in preparation for trial; and prosecutes Pueblo Court trial cases.
- Gathers evidence and analyzes pertinent information to formulate and prepare for legal action.
- Prepares witnesses for depositions and trial.
- Prepares pleadings, motions, legal briefs, orders, and appellate documents.
- Assists law enforcement in obtaining search warrants, arrest warrants, and subpoenas and in making charging decisions by providing sound legal advice.
- 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 that promotes the interests of the Pueblo and considers the interests of victims of crime. Ensures a balanced criminal justice system.
- Handles specific cases or acts as co-counsel with other Pueblo attorneys or outside counsel as appropriate.
- Reviews Pueblo of Laguna codes and/or ordinances; recommends amendments to the Pueblo Legislative Committee.
- Develops and secures funding of relevant diversion programs.
- Maintains appropriate documentation as required. Ensures the confidentiality of client information.
- Develops and maintains solid 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.
- In collaboration with Village Officials, utilizes the Pueblo's customary based approach to resolve issues when appropriate and/or necessary.
- Develops and manages annual budget and proposal, including operational plans and objectives.
- Manages grants, contracts, and/or other funding sources; develops required narrative and statistical reports.
- Researches additional funding opportunities and available grant monies for continuation and expansion of program services.
- Provides direct oversight and supervision to staff.
- Hosts regular staff meetings to ensure communication among personnel regarding department-related activities.
- Evaluates and assesses program processes and procedures; offers/recommends changes; ensures the implementation of revisions.
- Manages staff relations by celebrating, coaching, counseling, and disciplining employees. Encourages feedback from staff for continual management improvement.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Reviews, recommends changes, or approves performance evaluations, disciplinary actions, staff changes, or reassignments.

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- Maintains professional licensure and gains technical knowledge by conducting research, reviewing case histories and rulings; attending relevant training and workshops, and establishing networks with like programs.
- Complies with 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. Five (5) years experience in the practice of criminal law required. Three (3) years of supervisory experience 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 Court 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, Skills, and Certifications:**

- Knowledge of traditional form of government, pueblo customs, and traditions.
- Knowledge of applicable laws, regulations, and requirements, including relevant Chapters of U.S. Code, Title 25 – Indians, the Pueblo of Laguna Constitution, Codes, and Ordinances.
- Knowledge of standards of conduct applicable to licensure and profession.
- Knowledge of courtroom processes, procedures, and protocol.
- 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 high moral character and self-responsibility.
- Ability to work independently and meet strict time lines.
- Ability to analyze situations, make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare comprehensive reports and present accurate response to questions.
- Ability to interpret and implement applicable laws, regulations, and requirements.
- Ability to accommodate emergency hearings.
- Ability to negotiate legal actions.
- Ability and skill to be persuasive and tactful in controversial situations.
- Skill in preparing, reviewing, analyzing, and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

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- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

### **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.
- 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**