



Havasupai Tribe Job Announcement

POSITION ANNOUNCED: HAVASUPAI TRIBAL PROSECUTOR

IMMEDIATE SUPERVISOR: HAVASUPAI TRIBAL COUNCIL

CONDITIONS OF EMPLOYMENT: CONTRACTED

DUTIES

The Tribal Prosecutor will represent the Tribe in adult criminal matters and juvenile proceedings involving allegations of child dependency, incorrigibility, and juvenile offenses.

The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.

- Review police reports to determine charges to be filed or declined.
- Interview complainant/victims, law enforcement officers, and witnesses. Perform legal research to obtain information necessary to prepare and effectively prosecute a variety of cases before the Tribal Court.
- Drafts legal memorandum for the Tribal Court or legal counsel.
- Represents the Tribe in juvenile and adult criminal matters such as bench and jury trials, adjudication, and dependency.
- Works cooperatively with the Bureau of Indian Affairs, State, County, and other Indian and Federal Law Enforcement Agency Personnel.
- Provides technical assistance for changes to Tribal Ordinances for approval by the Tribal Council.
- Performs related duties as assigned and authorized.

COMPLEXITY

- The work includes varied duties which will require the incumbent to apply the principles and concepts of criminal law to a broad range of activities which include a substantial depth of analysis. The assignments are characterized by the breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to determine the appropriate method involved in processing cases.

PHYSICAL EFFORTS & ENVIRONMENTAL FACTORS

- The work is mostly performed in an office environment and in tribal court. Travel on the reservation is required.

MINIMUM QUALIFICATIONS

- Required education, training or experience.

EDUCATION

- Juris Doctor from an accredited institution, licensed to practice law within any state, and bar admission in good standing
- Must have practice experience in Tribal Advocacy in Tribal Courts, a minimum of three (3) years' experience in adult criminal and/or juvenile court including trial experience
- Must possess knowledge of Federal Indian Law, ICRA, ICWA, and Federal rules of evidence
- Must have never been convicted of any felonies, and no misdemeanor in the past twelve (12) months
- Must pass a criminal background check

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Working knowledge of principles, policies, and procedures, codes, law, and status of law enforcement
- Knowledge of the missions, goals, policies and procedures of the Havasupai Tribe
- Knowledge of principles and practices of legal profession
- Ability to analyze, appraise, and organize facts
- Ability to present statement of fact, law and argument clearly and logically, in both written and oral form
- Ability to produce written documents with clearly organized thoughts, using proper sentence construction, punctuation, and grammar in a timely manner
- Ability to adapt to changing work situations and assignments
- Ability to work cooperatively with others
- Ability to handle legal correspondence as directed by supervisor
- Skill in applying and interpreting statutes, ordinances and other laws, rules, regulations and policies as they pertain to legal issues presented for review

DESIRED

- Preference for applicant with knowledge of Havasupai Tribal Customs and Traditional Practices

APPLICATION CLOSING DATE

August 11, 2019

Interested applicants should provide a letter of interest and a current resume to Kristin McPhie at kristin@drlawfirm.com.