

Bay Mills Indian Community Job Vacancy



Department: Bay Mills Indian Community Tribal Court

Position: Tribal Prosecutor

Salary: \$ 65,000.00

Opening Date: September 28, 2020

Closing Date: Until Filled

The Bay Mills Indian Community is seeking a qualified attorney to carry out, on a contractor basis, the duties of the Prosecutor for the Bay Mills Tribal Court.

Duties:

- Represent Bay Mills Indian Community in proceedings before the Bay Mills Tribal Court, including appeals.
- Attending all scheduled court hearings as counsel on court days, including telephonic hearings as related to all cases. In the event of vacation or illness, the Prosecutor is responsible for arranging for the rescheduling of matters and/or coverage by another qualified attorney.
- Preparing for trial to ensure the Prosecutor represents Bay Mills Indian Community in an efficient and proper manner. Trial preparation shall include, but not be limited to: interviewing witnesses as identified by the Prosecutor, interviewing witnesses as identified by the Defendant or their counsel, review of police reports and other evidence, researching relevant legal issues.
- Meet with the Tribal Court and the Executive Council when necessary and appropriate.
- Preserve and uphold the Bay Mills Indian Community Constitution and By-Laws, Law and Order Code, Tribal jurisdiction, ordinances and resolutions and all applicable federal laws.
- Consult and direct Tribal law enforcement and child protection staff in the investigation of alleged violations of Tribal law.

The responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all-inclusive. All of the duties listed above may not be assigned, nor do the examples cover all duties which may be assigned.

Qualifications:

- J.D. Degree from an accredited law school;
- A member in good standing with the Michigan bar. Admitted or eligible for admission to practice in the Bay Mills Tribal Court;
- Demonstrated competency in criminal procedure and trial advocacy;
- Must demonstrate a knowledge and understanding of legal issues specific to tribal communities including tribal sovereignty and the criminal jurisdictional framework regarding tribal, federal and state authority in Indian country;
- Must demonstrate knowledge and understanding of legal issues specific to domestic violence, personal protection orders, and child dependency cases associated with domestic violence cases;

- Must be of high moral character and integrity;
- Must not have been convicted of any felony or subject to any disciplinary proceeding under the rules and standards of professional conduct governing lawyers established by the jurisdictions where licensed or admitted to practice law or the American Bar Association’s Rules of Professional Conduct;
- Possess two (2) or more years of experience as a practicing attorney in one (1) or more legal fields relevant to the duties and responsibilities as a Prosecutor;
- High level of written and oral communication skills and superior ability to advocate and persuade, ability to think on his or her feet;
- Ability to interact constructively with people in highly emotional and adversarial situations, ability to work in a supportive and professional manner with other attorneys, support staff and client agencies; and professional demeanor and appearance and enthusiasm for the law and public service;
- Highly independent and organized and able to manage significant number of active matters simultaneously;
- Demonstrated ability to meet deadlines;
- Thorough knowledge of and commitment to professional ethics;
- Excellent references with substantial personal knowledge of applicant’s legal abilities;

The Bay Mills Tribal Court will provide the Prosecutor private space for client meetings, free Wi-Fi or internet access, free copies of court pleadings and documents, and telephone usage for on-site office hours. The Prosecutor may earn up to \$65,000 for services provided.

Job:	Bay Mills Tribal Court Prosecutor
Contract Term:	One year from date of contract, part-time, no benefits, independent contractor.
Contract Amount:	\$65,000
Number of Vacancies:	1
Company:	Bay Mills Indian Community
Supervision:	Executive Council and Tribal Court
Manages Others:	No

Application Procedure

Letter of interest, including resume(s) and writing sample(s) should be submitted to both:

Bay Mills Indian Community

Tribal Court Administrator, Phyllis Kinney phyllisk@baymills.org
 Legal Department, Whitney Gravelle wgravelle@baymills.org

Please note: Incomplete applications will not be considered.

Applications will not be returned.