



SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

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POSITION DESCRIPTION Contract Position Wage: Negotiable M-F 8A-5P			
Job Title:	Prosecutor	Classification:	Exempt
Department:	Prosecutor Department	Pay Grade:	E7
Reports To:	Tribal Council	Approval Date:	10/7/2020

Position Summary:

Under the supervision of Tribal Council, work closely with tribal law enforcement and judicial officials to effectively administer justice on the Isabella Indian Reservation on behalf of the Saginaw Chippewa Indian Tribe of Michigan. Prosecute crimes under the jurisdiction of the Saginaw Chippewa Indian Tribe within the exterior boundaries of the Isabella Reservation. Act as Tribal Presenter in Child Abuse and Neglect cases. All staff in Prosecutor's office must adhere to mandated reporting laws.

Essential Duties and Responsibilities:

- Prosecute crimes involving Native Americans occurring within the tribe's territorial jurisdiction.
- Utilize a plea-bargaining process that will protect the interests of both the Tribe and the victims of crime.
- Receive, review and screen complaints and police reports to determine whether formal criminal proceedings should be initiated.
- Interview clients, gather evidence, and analyze pertinent information in civil, criminal, and other cases to formulate and prepare for legal action.
- Conduct research, interview clients and witnesses and coordinate details and processes in preparation for trial.
- Prepare legal briefs; develop strategy, arguments and testimony in preparation for presentation of the case.
- File briefs with court clerk; handle specific cases or act as co-counsel.
- Interpret laws, rulings, and regulations for individuals.
- Review sentencing recommendations.
- Cooperate with the Tribal General Counsel as requested, consistent with the Prosecutor's responsibilities.
- Prosecute civil infractions of the Tribal Code.
- Represent the tribe in child welfare matters in the tribal court; coordinate with the Tribal General Counsel, or designate, in all matters involving tribal jurisdiction issues; coordinate with the Tribal Probation Department as necessary in all criminal matters and status offenses; coordinate with the Tribal Department of Social Services and Multi-Disciplinary Team in all child welfare matters.
- Participate and serve on committees and boards upon approval of the Tribal Council.

- Attend monthly Program Directors meeting and communicate process changes, initiatives to staff.
- Adjust program goals, objectives and business processes to support initiatives of Tribal Council and Tribal Administration.
- Identify, attend and participate in at least one professional development opportunity each year in law enforcement and prosecution training upon approval of the Tribal Council.
- Ensure the professional development of reporting staff. Identify staff for projects of increasing responsibility and create a culture of mentoring and ongoing professional education.
- Adhere to client confidentiality and comply with department policies and federal regulations under the Privacy rules of the Health Insurance Portability and Accountability Act (HIPAA).
- Provide excellent customer service for all internal and external customers of the operations at all times. Provide solutions for customer concerns and continually focus on customer service as our top priority.
- Must maintain strict confidentiality and present a positive, professional demeanor and image at all times.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

Contacts/Purpose of Contacts:

- Frequent contact will be with Tribal Council, associates with the organization, community members to include tribal youth, and members of the general public.
- Contact with tribal law enforcement, probation office, and tribal attorney to plan, coordinate, and schedule tribal issues to maintain justice.

Minimum Qualifications:

- Juris Doctor from an ABA accredited law school.
- Minimum of three years experience as a practicing attorney, familiarity with federal Indian law preferred.
- Minimum of one year experience as a prosecuting attorney.
- Member of a State Bar Association and in good standing.
- Understanding of all codes and professional standards applicable to the conduct of prosecutors.
- Experience with juvenile welfare cases.
- Experience with Tribal Code, Federal Law, State Law and court procedure.
- Advanced computer skills and strong communication skills.
- Must not have been terminated or removed from a prosecutor or assistant prosecutor position for cause in any jurisdiction unless such termination or removal was subsequently overturned.
- Must be able to pass background check to meet the employment eligibility requirements as they pertain to the position.

Desired Qualifications:

- Over three years experience as a prosecuting attorney or assistant prosecuting attorney.
- Demonstrated knowledge of criminal jurisdictional issues in Indian country.

- Court or trial experience.

License, Certification, or Special Requirements:

- Must have a valid State of Michigan Driver's License with the proper designation required for the vehicle utilized to perform the job duties; must be able to obtain and maintain a Tribal Driver's License and qualify for coverage by SCIT auto liability insurance carrier.
- Native American preference shall apply to all positions.

Knowledge, Skills, and Abilities:

- Knowledge of economic, educational, health and social problems of Native Americans.
- Knowledge of applicable federal, state, tribal laws, regulations and codes, modern tribal court practices, judicial procedure, and rules of evidence.
- Knowledge of the principles, practices and methods of legal research.
- Knowledge of legal strategies, their development and presentation.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, analyzing and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Skill in presenting complex information.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to exercise independent judgment and negotiate legal actions.
- Ability to interpret and apply applicable federal, state, county and local laws, regulations, and requirements to complex criminal and civil cases.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain positive and effective working relationships with other employees and the general public.
- Ability to maintain privileged confidential information.
- Ability to work independently and meet strict time lines.

Physical Demands:

- Frequent use of hands, wrists, fingers associated with computer equipment.
- Required to sit and stand for extended periods of time and reach with arms and hands.
- Occasionally walk, balance, stoop, kneel, crouch or crawl.
- Normal visual acuity, ability to talk and hear.
- Frequently lift and/or move up to 20 pounds.

Work Environment:

- Normal office and court environment.
- Extended hours and irregular shifts may be required.
- Travel may be required.

