



Ho-Chunk Nation

Job Description



TITLE: Tribal Prosecutor		JOB CODE: TRIP
Government	EEO: 2	PAY GRADE: 27
Exempt	Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Tribal Prosecutor shall represent the Ho-Chunk Nation in the prosecution of criminal code and civil offenses committed within the jurisdiction of the Ho-Chunk Nation. Coordinate with Ho-Chunk Nation law enforcement for investigations, evaluating evidence, and case preparation. Facilitate all inter-governmental agreements necessary for the execution and implementation of the criminal code. Establish all aspects of a prosecution office, including development of case management/protocols, and process for outside case referrals.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Represent the Ho-Chunk Nation in prosecution of adults committing criminal acts within the Ho-Chunk Nation's jurisdiction on a weekly basis.
2. Represent the Ho-Chunk Nation in prosecution of juveniles committing delinquent acts within the Ho-Chunk Nation's jurisdiction on a weekly basis.
3. Represent the Ho-Chunk Nation in civil prosecution of traffic offenses, animal control ordinance offenses, public nuisance offenses and other civil offenses occurring within Ho-Chunk Nation jurisdiction as well as quasi-prosecutorial matters in Hocak Trial Court on a weekly basis.
4. Conduct all necessary case preparation before the Hocak Trial Court hearings and trial on a weekly basis.
5. Attend legal seminars, trainings, and meetings as appropriate and necessary to serve the Ho-Chunk Nation's interest and to maintain professional license on a monthly and/or annual basis.
6. Ensure the availability of 24-hour legal support services to Tribal Police on a daily basis.
7. Advise the Tribal Police weekly regarding investigations, evaluating evidence, case preparation and preparation of legal pleadings including subpoenas, search warrants, arrest warrants, and pick-up-orders.
8. Draft written complaints, motions, proposed orders, legal briefs, jury instructions, sentencing recommendations, and other legal documents on a weekly basis or as deemed appropriate.
9. Work with and refer cases, as appropriate, to the U.S. Attorney's Office for federal prosecution or the County Prosecutor's Office for state prosecution of non-Indian offenders on a monthly basis or as required.
10. Assist daily in developing and improving the Ho-Chunk Nation's criminal justice system, including code development.
11. Argue weekly and present cases as appropriate in Tribal Court and appeals therefrom.
12. Advise weekly and assist the Tribal Police Department, Department of Social Services, and other tribal agencies in developing and drafting codes, protocols, responses to victimization issues, and other matters implicating tribal justice within the Ho-Chunk Nation's jurisdiction.
13. Train and consult with the Tribal Police and other agencies weekly or as deemed appropriate regarding tribal justice and victimization issues.
14. Foster organizational and infrastructure development monthly.



15. Assist monthly in a variety of department operations, perform special projects and assignments as requested.
16. Present and explain key policy issues regarding tribal justice and victimization quarterly or as deemed necessary.
17. Prepare and distribute education and outreach materials and organize and attend events and trainings annually.
18. Supervise the Victim Witness Advocate on daily basis.
19. Other daily duties as assigned.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develop strategic plan
Supervisory Accountability	Supervises Victim Witness Advocate
Organizational Accountability	Manages Cases and projects
Financial Accountability	None
Customer Accountability	Interacts with other departmental entities and local law enforcement
Freedom to Act	Sets broad policies and objectives, operates with significant independence, subject to general input from supervisors, subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Possess a Juris Doctorate (J.D.) from an accredited law school.
2. Be a member of the Wisconsin State Bar or eligible for admission within 9 months of employment; licensed or eligible to practice in Federal Bar.

ESSENTIAL:

1. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630: 25 Code of Federal Regulations Part 63-Indian Child Protection and Family Violence Prevention.
2. Valid driver's license, dependable transportation, and proper insurance.

EXPERIENCE:

1. Two (2) to five (5) years of experience handling criminal cases, with a preference being handling criminal prosecutions in Indian Country; Litigation and advocacy experience.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of Ho-Chunk Nation Laws and Court Rules and Procedures.
2. Knowledge and awareness of Native American culture, family dynamics, as well as tribal criminal justice and social service systems.
3. Knowledge and awareness of domestic violence issues within Indian Country.
4. Knowledge of all relevant aspects of trial law, federal law, and any state law relevant to Tribal Court proceedings.
5. Knowledge of prosecution best-practices for both civil and criminal cases.
6. An understanding of the federal Tribal law and Order Act as it pertains to cases heard in Tribal Court.
7. Respect for the culture and traditions of the Ho-Chunk Nation.
8. Ability to display a high degree of professionalism while keeping difficult situations in proper perspective.
9. Willingness to abide by confidentiality policies.



10. Possess the mental ability to deal with a variety of emotions and frustrations in a fast-paced, crisis-oriented environment.
11. Adaptability and flexibility in working with a wide variety of people.
12. Ability to communicate and provide verbal feedback in a professional manner.
13. Ability and willingness to cooperate and collaborate with agencies from other jurisdictions as well as other tribal agencies.
14. Ability to resolve problems, handles conflicts, and makes effective decisions under pressure.

WORKING CONDITIONS

1. Office setting.
2. Travel required.
3. See physical demands worksheet.