



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Deputy Tribal Prosecutor II
Office of the Reservation Attorney (ORA)

OPEN: March 2, 2021

EXEMPT: Yes

SALARY: (12) \$38.16-\$42.47 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Policy

DEPARTMENT: ORA

SUPERVISOR: Legal Director

VACANCIES:1

JOB SUMMARY: The Deputy Tribal Prosecutor works within the Office of the Reservation Attorney under the direction of the Legal Director and represents the Lummi Nation in criminal and civil proceedings before tribal, federal, state, and local courts. The job performance of the Deputy Tribal Prosecutor is evaluated by the Legal Director.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Represent the Nation primarily in Tribal trial and appellate court in misdemeanor and felony cases.
2. Represent the Nation in Tribal trial court and court of appeals, including civil traffic, environmental and natural resource violations, civil forfeiture, exclusions, juvenile delinquency proceedings, and drug court as support for other prosecutors in the office.
3. Represent the Nation in Lummi related cases in federal, state, and local courts.
4. Manage a large caseload requiring preparation for trial and other court appearances.
5. Gather evidence, interview witnesses, develop the theory of the case, and develop trial or case resolution strategy.
6. Perform pretrial investigations by consulting with tribal law enforcement officers, other law enforcement agencies, and witnesses.
7. Negotiate with defense counsel on plea arrangements and sentencing.
8. Complete legal research and writing necessary for the preparation of complaints, motions, pleadings, and other court documents.
9. Create detailed notes on the court calendar and in the case file making a record of what has transpired in the case and the outcome of court appearances.
10. Create reports of work progress and annual prosecution updates as directed.
11. Work as a cooperative member of the rehabilitative justice programs.
12. Participate in providing training to the Lummi Nation Police Department.
13. Perform job duties consistent with ethical standards and with assurance that justice is upheld under the Lummi Code of Laws, and other pertaining laws.
14. Continue professional development, including continuing legal education and/or training in the areas of Indian law, criminal law, law enforcement, and other areas relevant to job duties.

15. Complete other legal assignments and projects designated by the Legal Director, including, but not limited to, code drafting, legal research and proceedings.

MINIMUM QUALIFICATIONS:

- Graduate of accredited law school.
- Member in good standing of the Washington State Bar Association or able to obtain admission in Washington within 6 months of hire.
- Member of the Lummi Nation Tribal Court Bar in good standing or willing to become a member within the first 7 days of employment.
- 5 years of active, relevant legal experience preferred.
- 3 years prosecution experience preferred.
- Experience litigating criminal cases.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Litigation skills.
- Knowledge of tribal, federal and state law, and jurisdictional issues related to enforcement of tribal criminal laws.
- Excellent writing, communication, research, negotiation, and courtroom skills.
- Excellent judgment and good decision-making capabilities.
- Ability to deal well with people in highly emotional and adversarial situations, to communicate well with people of all ages, and to speak clearly and intelligently.
- Ability to establish and maintain effective working relationships with Tribal officials, co-workers and the general public.
- Ability to work as a cooperative team member.
- Knowledge and understanding of the Native American community and its people, including traditions and customs.
- Proficient using a computer for writing documents, including Word, spread sheets (e.g. Excel) and databases (e.g. Access).
- Comply with the Washington State Rule of Professional Conduct.
- Dependable, trustworthy, and able to keep strictly confidential sensitive matters.
- Ability to participate in the Lummi Nation community, including after hours, to gain knowledge of the people you serve.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be able to work flexible hours and attend after-hours meetings.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. **Submit an LIBC application, cover letter, resume, short writing sample & reference letters to be considered.** If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.