



UTE INDIAN TRIBE

Fort Duchesne, Utah

Department: Tribal Courts Position: Prosecutor

Salary: To Be Negotiated Based on Experience

JOB DESCRIPTION – Prosecutor of the Ute Tribal Court

The Ute Indian Tribe of the Uintah and Ouray Reservation is seeking applicants for the position of Prosecutor of the Ute Tribal Court. Interested applicants should apply as set forth below.

POSITION: The Prosecutor is a full-time position with a minimum 32-hour work week, Monday through Thursday, between 8:00 AM to 4:30 PM, with the understanding that the employee may be required to work extended hours, including weekends/holidays. The successful applicant must be dependable, responsible, and able to fulfill obligations in a professional manner. This is a *tribally-funded* position.

GENERAL DESCRIPTION: The Prosecutor is responsible for independently prosecuting criminal, juvenile, civil, and other cases in the Ute Indian Tribal Court. The applicant must be willing to work within an environment conducive to the position's location and purpose.

SUPERVISION: The Prosecutor works directly under the general supervision of the Executive Director.

RESPONSIBILITIES: Duties include but are not limited to the following:

- Exercise independent discretion in the prosecution of adult criminal offenses, juvenile delinquent or status offenses, and civil prosecution of child neglect, traffic offenses, fish and wildlife offenses, exclusion matters, and other civil offenses occurring within tribal jurisdiction.
- Advise the Tribal Police in investigation, evaluating evidence, case preparation and preparation of legal pleadings including subpoenas, search warrants, and arrest warrants.
- Advise and assist the Tribal Police, Family Services, and other tribal agencies and programs as necessary in matters implicating tribal justice on the Reservation.
- Respond to calls from victims, concerned parties, and service providers; Maintain regular office hours and 24-hour availability to Tribal Police and the Tribal Court to address urgent matters.
- Appear and argue cases in the Tribal Court at all stages of proceedings, including pre-trial, trial, post-trial, and appeal; Draft written complaints, motions, proposed orders, legal briefs, jury instructions, sentencing recommendations, and other legal documents as appropriate.
- Assist in improving the Tribe's justice system, including development of codes and court rules, participation in meetings and trainings, and preparation and implementation of grants.
- Maintain confidentiality and adhere to all professional and ethical standards required by the bar associations of which the Prosecutor is a member.

MINIMUM QUALIFICATIONS: Knowledge, Abilities and Skills:

- Knowledge of Federal Indian law and criminal law.
- Ability to maintain professionalism while interacting with a wide variety of people in a fast-paced crisis-oriented environment.
- Knowledge of the laws and policies of the Ute Tribal Court including rules of procedure.
- Willingness to learn and respect the Ute customs and traditions and history of the Ute Tribe.
- Possess excellent verbal and written communication skills and ability to maintain a positive, non-adversarial working environment.

EDUCATION & EXPERIENCE

- J.D. from an ABA accredited law school.
- Utah State Licensed Attorney or eligible.
- No felony or misdemeanor convictions in the past year.
- Valid driver's license with the ability to obtain a Utah driver's license.
- Preference for experience working in Indian Country, particularly in a tribal legal system
- Preference for experience working in criminal law.
- Preference for members of federally recognized tribes.

HOW TO APPLY

Complete a Tribal Application Form which can be found on our website: www.UTETRIBE.com. For questions or concerns, contact our office at (435) 725-4009. Applicants should mail a completed Tribal Application Form, cover letter, and resume to:

**Ute Indian Tribe
ATTN: Human Resources
RE: Prosecutor
P.O. Box 190
Fort Duchesne, UT 84026**

- The Ute Indian Tribe practices TRIBAL PREFERENCE in accordance with the Indian Preference Act, Indian Civil Rights Act and Indian Self Determination Act.
- Employees must clear a Background Check in compliance with the Indian Child Protection and Family Violence Prevention Act.
- Employees must clear pre-employment alcohol/drug screenings in compliance with the Ute Tribe Substance Abuse Policy.
- Employees must successfully complete a three (3) month's probationary period in accordance with the Ute Tribe Personnel Manual.