



The Nez Perce Tribe's Law and Justice Department is recruiting for:

PROSECUTOR • HR-21-177 • Full-time • Grade 24 • Lapwai, Idaho

- To represent the Tribe in all criminal and juvenile cases before Nez Perce Tribal Court, reviewing reports and charging cases, drafting written complaints, motions, proposed orders, legal briefs, jury instructions, sentencing recommendations, and other legal documents.
- Will represent the Tribe in civil prosecutions and Minor-In-Need-of-Care proceedings that come before the Tribal Court.
- Will supervise an Administrative Legal Assistant, Deputy Prosecutor, and Child Support Enforcement Attorney.
- Applicant must possess a Juris Doctor from an accredited school of law and be licensed to practice law by the state bar of any state court, with ability to be licensed in a federal court, and the Nez Perce Tribal Court.
- Requires at least two (2) years [five (5) years preferred] of successful experience as a prosecutor or criminal defense attorney, preferably in a tribal government setting.
- Please provide a legal writing sample with [application](#), and resume listing at least three work-related references.
- Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years.
- Position description attached.
- Benefits include retirement plan with employer match, health insurance, life insurance, and paid leave (annual leave, sick leave, emergency leave, administrative, and 15 holidays).
- The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required.

This position is open until filled. Please contact the Tribe's Law and Order Executive Officer, Kenton Beckstead, with questions at (208) 843-7338 or kbloeo@nezperce.org.

Last updated: November 30, 2021

NEZ PERCE TRIBE

Website: <https://nezperce.org/> • HUMAN RESOURCES DEPARTMENT • TeamHR@nezperce.org
Tel. (208) 843-7332 • P.O. Box 365 • Lapwai, Idaho 83540

**NEZ PERCE TRIBE
CLASS DESCRIPTION
2018**

**CLASS TITLE: PROSECUTOR
PROGRAM: PROSECUTOR OFFICE
DEPARTMENT: LAW AND JUSTICE**

**FLSA STATUS: EXEMPT
GRADE 24**

GENERAL DESCRIPTION OF CLASS

This purpose of the class is to prevent and reduce criminal activity and victimization on the Nez Perce Reservation through vigorous and effective investigation and prosecution of crimes, combined with effective victim services, and appropriate offender programs and sanctions. The Prosecutor is responsible for victim serves, and appropriate offender programs and sanctions. The Prosecutor is responsible for management, supervision and performance of the Nez Perce Tribal Prosecutor's Office. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences. The Prosecutor works closely with the Tribal Police Department, Tribal Conservation Enforcement, the Social Services Department, the Probation Program, and other Tribal agencies to provide vigorous and effective prosecution of crimes, and other appropriate civil offenses occurring within Tribal jurisdiction. The prosecutor provides legal support to the Tribal Police Department, Conservation Enforcement, Social Services, Probation, Domestic Violence Programs, and other tribal agencies in filing and prosecuting their cases in Tribal Court. The prosecutor works with the Law and Order Executive Officer to provide strategic planning support and assistance on tribal justice and victimization issues. The Office of the Tribal Prosecutor is in the Law and Justice Department and the Prosecutor reports the Law and Order Executive Officer (LOEO).

Responsibilities require employee to follow;

- Tribal programs listed "Common duties,"
- Department programs listed "General Duties,"
- Class description listed "Supervision Duties."

Common Duties:

- Read and comply with all appropriate Tribal policy and procedures; e.g., Human Resource Manual (HRM), Vehicle and Safety Manual, Finance Manual, Internal Department and Project guidelines, etc.
- Work cooperatively with all Tribal employees or those associated with the Tribe
- Driving.
- Work flexible and irregular work schedules.
- Maintain daily activity log for project operations at office and duty station.
- Other duties as assigned or necessary to support all subordinate activities.

ESSENTIAL TASKS

Supervises staff, including legal assistant(s), secretaries, deputy prosecutor(s), victim advocate(s), Child Support Enforcement attorney(s) and others as may be assigned to the Office of the Prosecutor. Responsible for assuring Class Descriptions for these positions are accurate and appropriate, for advertising, interviewing, and selecting employees for these positions, for assuring employees receive necessary and appropriate training, work assignments, supervision, and evaluation of employees' work performance counseling, disciplining and terminating employees as necessary.

PROSECUTOR

Timely evaluates police reports and other information provided by other law enforcement/social services agencies to make charging decisions; timely informs law enforcement and victims of serious crimes of charging decisions, dismissals, plea agreements, and other dispositions in matters involving serious crimes.

Timely informs victims of serious crimes of the status of these cases. Works with Victim Advocate to assure provide case status updates, and to ensure receipt of information regarding victim's services and personal safety.

Maintains accurate and comprehensive written records of activities of the Office of the Prosecutor to assure timely and fair disposition of cases.

Maintains appropriate professional relationships with judges, public defenders, police and other law enforcement officials in tribal, federal, state, county and municipal governments.

Represents the Nez Perce Tribe in all criminal and juvenile cases before the Nez Perce Tribal Court, including but not limited to reviewing and charging cases, drafting written complaints, motions, proposed orders, legal briefs, jury instructions, sentencing recommendations, and other legal documents as appropriate; conducts case review, settlement negotiations, trial preparation, legal research and witness interviews. Argues and presents cases in Tribal Court and appeals therefrom.

Represents the Tribe in civil prosecution of child abuse and neglect occurring within tribal jurisdiction;

Represents the Tribe in ICWA and MINOC proceedings, drafting notices of intervention and other actions as provided under federal law;

May represent the Tribe in civil prosecution of traffic offenses, fish and wildlife offenses, exclusion matters, vicious dog offenses, and other civil offenses occurring within tribal jurisdiction;

Advises the Tribal Police in investigation, evaluating evidence, case preparation and preparation of legal pleadings including subpoenas, search warrants, arrest warrants, etc., to be available 24/7 for these duties.

Coordinates with and refers cases, as appropriate, to the U.S. Attorney's Office for federal prosecution of offenders;

Assists in developing and improving the Tribe's criminal justice system, including code development;

Advises and assist other tribal law enforcement and social services entities in developing and drafting codes, protocols, responses to victimization issues, and other matters implicating tribal justice on the Reservation;

Prosecutes civil infractions and enforces Tribal civil regulatory law, both as contained in the Nez Perce Tribal Code.

Coordinates prosecutorial efforts with social service programs, law enforcement agencies, and other prosecutors' offices including other tribal, federal, and state prosecutors.

Gathers and maintains information to support periodic and special reports documenting departmental activities at the request of the LOEO.

Provide training to Law Enforcement, Conservation Enforcement, Probation Officers and others as necessary in report writing, evidence gathering, giving testimony, and other related matters.

PROSECUTOR

Conducts regular staff meetings and attends departmental meetings and meetings of other law enforcement professionals to exchange information; regularly attends professional seminars or conferences to improve technical or professional skills; assures staff are adequately trained.

Must cooperate and collaborate with agencies from other jurisdictions as well as other tribal agencies.

Attend and collaborate in Child Protection team meeting, End Abuse in Later in Life program, multidisciplinary team, and attendance committee.

Other duties as assigned.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVMENT: Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT: Requires counseling or instructing/training others through explanation, demonstration and supervised practice, providing effective training to law enforcement and other groups, and making recommendations on technical expertise. The Prosecutor must possess the ability to work in a fast-paced, crisis-oriented environment and make effective decisions under pressure; must possess adaptability and flexibility in working with a wide variety of people.

INVOLVEMENT WITH THINGS: Requires handling or using machines or equipment that require moderate instruction and experience such as computers, peripherals, or software programs such as word processing or custom applications.

GENERAL REQUIREMENTS

REASONING REQUIREMENTS: Requires the application of principles of logical thinking and legal practice to diagnose or define programs, collect data and solve abstract problems with widespread unit or organization impact.

MATHEMATICAL REQUIREMENTS: Requires performing addition, subtraction, multiplication and division; may calculate ratios, rates and percent's.

LANGUAGE REQUIREMENTS: Requires reading legal and technical journals, abstracts, financial reports, or legal documents; requires ability to effectively communicate both orally and in writing to colleagues, supervisors and subordinates and to effectively communicate in a courtroom setting (i.e., judges, witnesses, juries); requires ability to speak before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writing complex articles and reports; developing presentations for sophisticated audiences. Must possess the ability to communicate clearly both orally and in writing and provide verbal feedback in a professional manner.

MENTAL REQUIREMENTS: Requires professional level work requiring application of legal methods in the solution of legal problems; requires extensive understanding of operating policies and procedures and ability to apply these to complex problems; requires continuous, close attention for accurate results with frequent exposure to unusual pressures.

PROSECUTOR

PHYSICAL AND DEXTERITY REQUIREMENTS: May be required to work evenings, weekends, and holidays. Requires activities that include bending, stooping, reaching, and walking.

ENVIRONMENTAL HAZARDS: The job risks exposure to bright/dim light, dusts and pollen, extreme heat and /or cold, wet or humid conditions, fumes and/or noxious odors, traffic, and disease/pathogens.

SENSORY REQUIREMENTS: The job requires normal visual acuity and field of vision, hearing, speaking, sense of taste, sense of smell, color and depth perception and texture perception.

JUDGEMENTS AND DECISIONS: Requires decision-making as a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment; responsible for assisting in developing policies and practices.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Requires a Juris Doctorate or Bachelor of Law (LLB) from an accredited law school.

SPECIAL CERTIFICATIONS AND LICENSES: Requires a valid driver's license with the ability to be insured under the tribe's policy. Requires license to practice law in any State Court, with ability to be licensed in a Federal Court, and the Nez Perce Tribal Court.

EXPERIENCE REQUIREMENTS: Requires at least two year (five preferred) of successful experience as a prosecutor or criminal defense attorney, preferably in a tribal government setting, including experience in all phases of criminal litigation and providing training to law enforcement personnel; and ability to draft tribal codes.




DRUG AND ALCOHOL POLICY

This position requires a pre-employment drug test, and all employees are subject to tests when the use of alcohol or drugs in the work place is suspected.

INDIAN PREFERENCE POLICY

Tribal preference will apply.

CLASSIFICATION DESCRIPTION APPROVAL

DEPT. MANAGER		DATE	7/3/18
HUMAN RESOURCES		DATE	6/26/18
EXECUTIVE DIRECTOR		DATE	7/3/18