



Job Title: Staff Attorney (Prosecutor)

Reports To: Senior Tribal Attorney

Updated BY: HR

Approved By: _____

Department: Legal

Grade:

Position Status: Exempt

Date Updated:

License: WP3

Hiring Preference: The Kalispel Tribe of Indians is an Equal opportunity employer. Consistent with federal law, the Kalispel Tribe of Indians applies Indian preference in employment. It is the policy of the Kalispel Tribe of Indians to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Kalispel Tribal Members; 2) Descendant or Spouse of an enrolled Kalispel Tribal Member; 3) enrolled members of other Indian Tribes; 4) all other applicants. At-Will Employment: Employment with the Kalispel Tribe of Indians is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Kalispel Tribe of Indians. Drug Testing: The Kalispel Tribe of Indians is a drug free workplace. All applicants are subject to drug testing at the time of hire and at unannounced times during employment. Background Investigation: All candidates and employees may be subject to a background investigation.

Summary of Functions

Assist the Senior Tribal Attorney and other Legal staff with issues and activities concerning Tribal legal rights, obligations, and privileges with an emphasis in regulatory matters for the Kalispel Tribe including criminal prosecution,

Essential Duties and Responsibilities

- Provide legal representation to the Tribe, including Tribal Enterprises, across multiple areas focused on regulatory matters such as criminal prosecutions, housing, gaming regulations, and personal injury claims.
- Represent the Tribe in all criminal prosecution and contested civil infractions in Tribal Court.
- Prepare criminal complaints, review police reports for probable cause, negotiate pleas and prepare applicable filings for the Court.
- Review and respond to discovery requests including requests for information and respond to federal Grand Jury Subpoenas.
- Work closely with and advise law enforcement, the Tribal Gaming Agency, and Victim Services in all areas including compacts, intergovernmental agreements, restitution, and provide necessary training.
- Advise law enforcement regarding arrests, warrants, searches and seizures, and use of force - this may occur during all hours.
- Work closely with the Tribal Court and Kalispel Victim Services to assist victims in obtaining No Contact and Anti-Harassment Orders, as well as, seeking restitution for victims.
- Work with Camas Path Behavioral Health to explore treatment and other non-incarceration alternatives for eligible defendants.

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- Work closely with Risk Management to assist in protecting Tribal assets and reducing loss exposures of the Tribe and its entities including Worker Protection Claims.
- Assist Departments and Enterprises with legal needs including the investigation and responses to claims (tort actions) against the Tribe.
- Represent the Tribe in Exclusion Actions and unlawful detainers (evictions).
- Work collaboratively with Tribal Departments and Enterprises to develop, draft, and assist in the implementation of ordinances and policies and procedures.
- Represent the Tribe in all aspects of litigation, including negotiations, mediation, arbitration, legal research, discovery, motion practice, oral argument, trials, and appeals across multiple forums such as Tribal, state, and federal courts and administrative.
- Prepare legal analysis of proposed ordinances, regulations, and procedures and interpret legal concepts, laws, rulings, and regulations.
- Negotiate and review intergovernmental agreements and advise on cross-commissions for law enforcement and other regulatory branches of the Tribe.
- Negotiate, draft and review contracts and grants.
- Work closely with other prosecution offices in surrounding jurisdiction including the local U.S. Attorney's Office.
- This job description does not list all the duties of this position.

Supervisory Responsibility

Supervise Legal Department staff as assigned including paralegal(s), assistant(s), intern(s), and others. Carry out supervisory responsibilities in accordance with Tribal policies and applicable laws. Responsibilities include but not limited to performance reviews and, when required, addressing complaints and resolving issues.

Education

- Requires a Juris Doctorate Degree.
- Licensed to Practice Law in the State of Washington

Experience

- Licensed and actively practicing law for a minimum of 5 years.
- Minimum 3 years' experience as a prosecutor or public defender.
- Minimum 1 year as tribal in-house attorney or direct representation of tribes or 1 year of practice representing tribes in the areas of essential duties and responsibilities.
- Minimum 3 years' experience in Federal Indian Law including a demonstrated working knowledge of the laws regarding tribal court systems, sovereign rights of an Indian Tribe, and working and negotiating with federal and state agencies.
- Working knowledge of the Indian Gaming Regulatory Act.
- Demonstrated experience managing all aspects of litigation including trial and appeal.
- Experience negotiating 638 Contracts preferred.

Skills

- Strong writing and interpersonal communication skills.
- Ability to work independently in a high-performance, fast-paced, high-pressure environment.
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.

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- Organized with attention to detail and strong project management skills including ability to process and organize large volume of documents.
- Detailed knowledge of tribal, federal, and state issues impacting tribes and the ability to translate complex legal issues and requirements into understandable terms for easy dissemination.
- Experience with tribal projects preferred.
- Ability to work irregular hours, as needed.
- Willingness to travel locally on a frequent basis and occasionally out-of-town.

Other Requirements

- Licensed to Practice Law in State of Washington
- Valid Drivers License

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

CONFLICT OF INTEREST:

All employees shall refrain from any private business or activity, which might cause their personal interest to conflict with or affect the impartial discharge of their duties to the Kalispel Tribe of Indians. Each employee must demonstrate personal integrity and is charged with the responsibility to serve and represent the Kalispel Tribe in a professional manner. Employees must be free and appear free of any activity, agreement, business investment, or interest in situations, which may interfere with that.

“I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements.

By signing this document, I certify that I meet all the physical requirements for this job, without any limitation.”

Employee Signature

Date

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