

# OMAHA TRIBE OF NEBRASKA

## Executive Officers

Leander Merrick, Chairman  
Cheyenne Robinson, Vice-Chairwoman  
Jazelle Miller, Treasurer  
Gwendolyn Porter, Secretary



## Members

Carlton Edwards  
Primo Hallowell  
Alan Harlan

## POSITION ANNOUNCEMENT

**POSITION:** Tribal Prosecutor  
**SALARY:** Negotiable  
**OPENING DATE:** January 7, 2022  
**CLOSING DATE:** Until Filled  
**LOCATION:** Omaha Tribal Court – Macy, Nebraska  
Omaha Tribe of Nebraska

**SUMMARY:** Shall prosecute all criminal matters in the name of the Omaha Tribe of Nebraska, making independent decisions on whether to file formal charges, the nature of those charges, whether to recommend plea bargains and trying both jury and non-jury cases. Performs other duties as assigned by the supervisor.

**ESSENTIAL DUTIES and/or RESPONSIBILITIES** include the following. Other duties may be assigned.

- Interviews members of the public concerning complaints of a criminal nature.
- Determines whether to handle complaints as criminal matters.
- Prepares and implements appropriate formal complaints to be filed with the Court, citing accurately the particular sections of the code or other laws in the charging documents.
- Prepares and implements Criminal Summonses and Arrest Warrants.
- Maintains records of the Tribal Prosecutor (including files for each criminal charge).
- Makes recommendations to members of the public on how to proceed in mediation.
- Coordinates and assists police officers with investigations and preparing cases for trial. Maintains a good working relationship with law enforcement.
- Coordinates the entire criminal process with other members of the Court staff, Child Protective Services, the Bureau of Indian Affairs, Tribal Police, Social Service agencies and other Courts.
- Prosecutes Child Protective Services cases on behalf of the Tribe.
- Engages in the process of plea bargaining with counsel representing criminal defendants, including the Tribal Public Defender.

- Makes recommendations to the Tribal Council and Judges on the efficient operation of the court system and works with other members of the Court staff on improving the quantity and quality of services provided by the judicial branch of the Tribal government.
- Keeps current on the status of the Omaha Tribal Code and decisions of courts which impact on the operation of the court system.
- Prepares and make reports on the operation of the Tribal Prosecutor's Office to the Chief Judge.
- Responsible for regular participation and attendance at all multi-disciplinary team meetings.

#### **QUALIFICATION REQUIREMENTS:**

- Must be free of any conviction by any state or the United States for a crime punishable by imprisonment in a penitentiary for a term of one (1) year, or more, or by any foreign government for a crime which would be punishable by imprisonment for a term of one year, or more, if committed in Nebraska, or must have been pardoned for such offense, or have had a conviction for offense overturned, or reversed by a court of competent jurisdiction.
- Must be willing to submit (either pre or post job offer) to and pass a psychological test, drug and alcohol test, polygraph test, and/or background investigation.
- Must be available evenings, weekends, and holidays as needed.
- Must comply with the Omaha Tribe's Drug Free Policy.

**EDUCATION and/or EXPERIENCE:** Must have a Juris Doctorate degree and at least two (2) years' experience as a prosecutor or in criminal law practice.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have a J.D. degree, be admitted to the bar of any state or the District of Columbia and the Omaha Tribe.
- Must have a valid Driver's License.
- Must be a member of the Omaha Tribal Bar Association.

#### **OTHER SKILLS and/or ABILITIES:**

- Familiarity with Omaha Constitution, Code and culture preferred, but not required.
- Must be able to work irregular hours, including evening hours, particularly in connection with night court sessions and upon police requests.
- Ability and willingness to make independent judgments which may be consistent with the Omaha Tribal Code, but unpopular with the community including friends and relatives.
- Ability and willingness to work in a professional environment in which constant surveillance and supervision is neither possible nor desirable.
- Must be able to relate well to the public, especially members of the Omaha Tribal Court and governmental and Tribal representatives, including police, Mark of Honor Youth Lodge, Mental Health, Macy Alcohol Counseling Center, Social Service, and juvenile Service employees.
- Must be able to work independently on an operational level.

**\* ANY INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED \***

**PLEASE NOTE: P.L. 93-638, Indian Preference and Tribal Employment rights Ordinance. (T.E.R.O) will be practiced; however, all qualified applicants will be considered.**

**IF YOU ARE INTERESTED, PLEASE SEND APPLICATIONS RESUME TO:**

**OMAHA TRIBE OF NEBRASKA**

**ATTN: HR DEPARTMENT**

**P.O. BOX 368**

**MACY, NEBRASKA 68039**

**OR**

**EMAIL: [othumanresources@theomahatribe.com](mailto:othumanresources@theomahatribe.com)**