

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406.675.2700  
PERSONNEL OFFICE FAX: 406.675.2711  
CSKT Website: [csktribes.org](http://csktribes.org)  
E-mail: [cory.clairmont@cskt.org](mailto:cory.clairmont@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Prosecuting Attorney or Advocate  
(Contract Position)

**LOCATION:** Tribal Prosecutors Office  
Pablo, MT

**SALARY:** Negotiable  
(Based on experience and education)

**CLOSING DATE:** Thursday, September 8, 2022 @ 5:30 p.m.

**SPECIAL CONDITIONS:**

This is a not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and will serve a six-month probationary period.**

**DUTIES INCLUDE:**

- Handling criminal, Tribal Fish and Game and civil services cases;
- Creating legal documents and pleadings, conduct legal research, and effectively communicate with legal professionals and other interested parties in criminal matters, protective service matters and Tribal Fish and Game matters;
- Representing Tribal interests associated with the Tribal Prosecutors office which are routinely litigated in Tribal Court or Tribal Court alternative dispute resolution forums;
- Communicating with Federal, state and local governmental agencies and with private corporations, firms, or individuals when carrying out an authorized assignment, in conformity with practices necessary to properly conduct legal business, and testifying on behalf of the Tribes at such public hearings as may be deemed necessary to perform the duties assigned;
- Acting as a Tribal Prosecutor for and on behalf of the Tribes in Tribal Court proceedings, but may be required to appear before other courts, tribunals, departments, agencies and committees of Congress and the State Legislatures as requested by Council;
- Handling weekend probable cause determinations and emergency matters when On-Call based on a rotating schedule with other attorneys or advocates in the office;
- Utilizing the Prosecutor's case management system to track and update assigned cases
- Providing technical assistance to Tribal Law Enforcement with regards to state, federal and local policies and regulations and the Tribal Law and Order Code; and
- Performing all legal assignments designated by the Managing Attorney and/or Tribal Council.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):**

- This position requires sufficient knowledge of laws and procedures applicable to the tribal justice system. A juris doctor or equivalent degree from an accredited law school is preferred. Degrees or previous employment that support restorative justice principles is beneficial. The selected person must be able to practice law in the tribal court within six (6) months of hiring, if not sooner.
- The selected person must have knowledge of general legal principles, criminal law and procedures, court procedures and decorum, law enforcement procedures, as well as applicable Federal laws, Tribal laws and Montana State laws. Must have knowledge of the social and cultural lifestyles of the reservation community; knowledge of legal research methods, knowledge of basic legal writing, document preparation and oral communication skills. Knowledge and working experience with word processing and related computer programs such as Word, Microsoft Outlook, Microsoft Office, LexisNexis and Advologix.
- The selected person must have strong communication skills and ability to effectively communicate with and independently make arguments and presentations before a Tribal Court. Must have the ability to compose legal materials, conduct legal research, effectively interview victims, witness and law enforcement, capacity to handle time sensitive and emergency matters effectively, follow best practices in handling prosecutorial matters, handle matters in a culturally appropriate manner and possess a strong understanding of prosecutorial ethics requirements.
- The selected person cannot have any criminal convictions, other than minor traffic infractions, where the imposition of jail time is a possible sentence. The selected person, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period. Tribal Member and Indian preference is utilized when hiring.

**SUBMIT:**

1. Completed Tribal employment application.
2. Legal writing sample must be submitted.
3. Copy of valid state driver's license.
4. Certified copies of relevant academic transcripts and training certificates.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, P.O. Box 278, Pablo, MT 59855, 406.675.2700, ext. 1259.

**FOR MORE INFORMATION:**

Contact person: James Taylor, Managing Attorney @ 406.675.2700, ext. 1176.

**PROSECUTING ATTORNEY OR ADVOCATE  
TRIBAL PROSECUTORS OFFICE  
(CONTRACT POSITION)**

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**CSKT IS AN INDIAN PREFERENCE EMPLOYER**

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**PLEASE PUBLISH IN CLASSIFIED ADS:**

1. **Thursday, June 16, 2022**
  2. **Thursday, June 23, 2022**
  3. **Thursday, June 30, 2022**
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**PLEASE PUBLISH IN MONTANA LAWYER:**

1. **June, 2022 (if still available)**
  2. **July, 2022**
  3. **August, 2022**
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**PLEASE BILL TO: PUBLIC DEFENDERS OFFICE  
P.O. BOX 278  
PABLO, MT 59855**

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**If you have any question, please contact Cory Clairmont @ 406.675.2700, ext. 1041. FAX: 406.675.2711 or e-mail [cory.clairmont@cskt.org](mailto:cory.clairmont@cskt.org)**