



Havasupai Tribe Job Announcement

POSITION ANNOUNCED: HAVASUPAI TRIBAL PROSECUTOR

IMMEDIATE SUPERVISOR: HAVASUPAI TRIBAL COUNCIL

CONDITIONS OF EMPLOYMENT: CONTRACTED

DUTIES

The Tribal Prosecutor will represent the Tribe in Havasupai Tribal Court in criminal, juvenile, mental health, dependency, and severance of parental rights cases, and perform related duties as required.

Typical duties include the following, which are intended to be illustrative only:

- Reviewing police reports to determine charges to be filed or declined
- Interviewing complainant/victim(s), law enforcement officers, and witnesses
- Analyzing case material after investigations
- Performing legal research to obtain information necessary to prepare and effectively prosecute a variety of cases before the Tribal Court
- Preparing cases for prosecution in Tribal Court
- Representing the Tribe in juvenile and adult criminal matters such as bench and jury trials, adjudication, and dependency
- Preparing and submitting legal documents to the Tribal Court on behalf of clients
- Participating in plea negotiations and pre-trial discovery with prosecutors
- Writing correspondence and reports
- Maintaining accurate records and files
- Working cooperatively with the Bureau of Indian Affairs, State, County, and other Indian and Federal Law Enforcement Agency Personnel
- Providing technical assistance for changes to Law & Order Code for approval by the Tribal Council
- Performing related duties as assigned and authorized

PHYSICAL EFFORTS & ENVIRONMENTAL FACTORS

The work is mostly performed in an office environment and in tribal court. Travel to the Havasupai Reservation is normally required twice a month for up to 3-day Friday-through-Sunday hearings, though matters will be handled by telephone during the Tribe's current COVID-19 lockdown.

MINIMUM QUALIFICATIONS

- A Juris Doctorate from an accredited institution
- Bar admission in good standing in any state
- Must have experience in advocacy before tribal courts

- Must have a minimum of three (3) years' experience in adult criminal and/or juvenile court, including trial experience
- Must possess knowledge of federal Indian law, the Indian Civil Rights Act, the Indian Child Welfare Act, and the Federal Rules of Evidence
- Must have never been convicted of any felonies, and no misdemeanor in the past twelve (12) months
- Must pass a criminal background check
- Must pass a pre-employment drug and health screening
- Must possess, or have the ability to attain, a valid Arizona driver's license

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Working knowledge of law enforcement principles, policies, procedures
- General familiarity with criminal codes and law
- Knowledge of the missions, goals, policies, and procedures of the Havasupai Tribe
- Knowledge of principles and practices of legal profession
- Ability to analyze, appraise, and organize facts
- Ability to present statements and arguments of fact and law clearly and logically, in both written and oral form
- Ability to produce written documents with clearly organized thoughts, using proper sentence construction, punctuation, and grammar
- Ability to meet deadlines
- Ability to adapt to changing work situations and assignments
- Ability to work independently and cooperatively with others
- Ability to handle legal correspondence as directed by Council
- Effective communication skills
- Skill in applying and interpreting statutes, ordinances, and other laws, and rules, regulations, and policies as they pertain to legal issues presented for review

HIRING PREFERENCE

Hiring preference will be given to applicants with knowledge of Havasupai tribal customs and traditional practices.

APPLICATION CLOSING DATE

August 31, 2020

Interested applicants should provide a letter of interest and a current resume to Kristin McPhie at kristin@drlawfirm.com.