

**NORTHERN CHEYENNE TRIBE  
\*JOB DESCRIPTION\***

**POSITION: DEPUTY PROSECUTOR**

**PAY: \$19.51 AN HOUR**

**DEPARTMENT: OFFICE OF PROSECUTION**

**ACCOUNTABLE TO: CHIEF PROSECUTOR, OFFICE OF PROSECUTION**

**OPENS: 5/8/19**

**CLOSES: 5/15/19**

**How To Apply:** Submit a completed application. RESUME', (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification (if claiming Indian preference, DD214 (if claiming Veteran's preference), valid Montana State Driver's License. copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, attention: Human Resources Office, P.O. Box 128. Little Wolf Capitol Building. Lame Deer, Mt. 59043

**ALL APPLICATIONS ARE ACCEPTED by Human Resources Department  
And FORWARDED to the Programs/departments.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED BY THE ADVERTISING  
PROGRAM**

**SUMMARY OF WORK:** The incumbent performs legal work in prosecuting criminal offenses, juvenile offenses and certain civil cases in the Northern Cheyenne Tribal Courts, including legal research and preparation of Court documents; respond to citizen inquiries relating to tribal court procedures and violations of Tribal Ordinances; traffic laws and criminal statues prosecuted in Northern Cheyenne Tribal Court. Will act as the Office Administrator for the Office,

**DUTIES:**

1. Represent the Northern Cheyenne Tribe in criminal, traffic, juvenile offenses and minor child in need of care (Child Welfare Act cases) proceeding before the Tribal Court; prepare and file charging instruments in Tribal, State and/or Federal court(s) as necessary; appears in court on all arraignments, preliminary hearings, trials and sentence hearings; protects the rights and property of all persons within the jurisdiction of the Northern Cheyenne Tribal Court.
2. Confer with defense attorney and/or witness/victims and negotiate agreements when it is in the best interest of the Northern Cheyenne Tribe.
3. Assist and advise the Tribal Police in prosecution of criminal/civil cases including preservation of evidence, investigations, and civil rights; prepares and executes requests for arrest and search warrants; where relevant, train other tribal staff regarding criminal and juvenile procedures; police officers and other agencies and/or witness presenting evidence for the Tribe to ascertain that the evidence is complete.

4. At the Direction of the Chief Prosecutor, consult on the revision and amendment of the Criminal and Children's Ordinances as needed.
5. Work closely and cooperatively with the Department of Social and Behavioral Health, the Domestic Violence Program and other agencies in devising and obtaining treatment for defendants, victims and their families where appropriate especially in juvenile cases.
6. As directed, work closely and cooperatively with BIA, the FBI and U.S. Department of Justice in ensuring that crimes committed on the reservation are adequately prosecuted in Tribal court and/or Federal court, work closely and cooperatively with other local law enforcement and prosecution agencies to ensure that criminal cases are processed properly.
7. Keeps abreast of legislation and case law directly or indirectly affecting tribal court operations; keeps abreast of case decision and legislative changes and attends Continuing Legal Education seminars.
8. The Deputy Prosecutor may supervise staff positions at the direction and discretion of the Chief Prosecutor, and will direct the work of some support personnel staff.
9. Performs duties as assigned for authorized by the supervision to meet Tribal goals and objectives.
10. Provides administrative oversight over the Prosecution's operating budget, grants and contacts monitoring and reporting, budget modifications and/or amendments, record keeping and general office management activities. Also initiates administrative corrective actions as necessary to ensure continuity of the office operations.
11. Will develop, implement and administer the policies and procedures, rules and regulations associated with daily operations of the office but not limited to personnel management and records management, financial administration, budgeting the planning development, facilities, property and supply and other support functions. Will ensure the time sheets and leave documents are submitted promptly. Will develop and implements an orientation program for employees and instruct them in the prosecution office procedures. Will manage travel and training information, schedules and arrangements for the chief prosecutor. Maintain the schedule prosecutions activities, calendars for the chief prosecutor and assist chief prosecutor in case management
12. Represent the prosecution at all meetings with the Northern Cheyenne Tribal Council, BIA, IHS and other Federal, State and Tribal agencies, when intent is to discuss administrative issues, unless it is determined that the chief prosecutor is required to attend. Will maintain statistics in the adult and juvenile cases. Will prepare annual and quarterly reports and other reports as needed.

**COMPLEXITY:** The Deputy Prosecutor is expected to exercise a moderate degree of independence, initiative and professional expertise in the day to day prosecution of crimes on the Northern Cheyenne Reservation, and to assist in directing the daily work of office staff.

**SUPERVISION RECEIVED:** Supervision is provided by the Chief Prosecutor. The Prosecutor's Office functions as an independent agency of the Tribe, with authority to withhold information from other tribal staff and policy bodies when, in the judgment of the Chief Prosecutor, doing so is necessary to protect the integrity of the investigation.

**PERSONAL CONTACTS:** Contacts are with law enforcement personnel, probation officers, court personnel, victims of crime, witness, behavioral health providers, Northern Tribal departments/agencies, and the Northern Cheyenne Council.

**PHYSICAL EFFORT & ENVIROMENTAL FACTORS:** The work is performed in a standard office environment, courtroom, and law enforcement environment and in the general community. The incumbent must be able to work under stressful conditions and may be subject to hostile environments. The work may extend beyond the normal eight (8) hour daily schedule. Moderate travel on and off the Northern Cheyenne Reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:
  - A. Education: Legal education equivalent to minimum of a 4 year degree in a law related field such as paralegal, law enforcement, or criminal justice.
  - B. Experience: Two (2) years experience in prosecution or criminal defense or related litigation.
  - C. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.
  
2. Required Knowledge, Skills and Abilities:
  - A. Knowledge:

Knowledge of local, county, state, federal and tribal laws that relate to the criminal prosecution of suspects as well as those related to juvenile delinquency and child in need of care.

Knowledge of judicial procedures and a thorough knowledge of the rules of evidence.

Knowledge of the principles of jurisprudence and legal analysis.

Knowledge of computer operations and software programs typically use in a legal setting, including Microsoft Windows, Microsoft Word, Microsoft Outlook, Westlaw or other legal research programs, Google and other software used by the legal profession.
  - B. Skills:

Skill in handling demanding, angry or upset individuals in a professional manner.

Skill to work effectively with a wide variety of non-legal staff and policy makers.
  - C. Abilities:

Ability to work on multiple projects while remaining organized and meeting deadlines.

Ability to handle demanding, angry or upset individuals in a professional manner.

Ability to abide by the disciplinary rules and other requirements of the bar associations of which the attorney is a member, as well as any disciplinary rules adopted by the Tribe to govern attorney practice on the Reservation. Maintain a high level of professionalism and ethics at all times.

Ability to work effectively with a wide variety of non-legal staff and policy makers.

Ability to comply with tribal laws and administrative policies.

Ability to exercise independent judgment in resolving both criminal and civil matters concerning the Tribe and Community.

Ability to clearly and succinctly articulate ideas and logical analysis both orally and in writing.

Ability to meet the responsibilities and duties of the position as outlined above.

Ability to maintain effective working relationship with other employees, Tribal Officials and the general public.

Ability to perform all physical requirements of the position, with or without accommodation.

Ability to communicate the law and complex ideas in a manner understandable to laypersons.

Ability to maintain an effective working relationship with others.

Agree to maintain a drug and alcohol-free workplace.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Possess and maintain a valid Montana Drivers license.
2. Possess or obtain within (30) days of employment a License to Practice Law in the Northern Cheyenne Tribal Courts and maintain such license.
3. Must complete and pass the pre-employment screening (sensitive background investigation (local & federal) and fingerprinting) in accordance with Northern Cheyenne Tribal Policy.
4. Never been convicted of a felony offense in any court, nor any offense involving moral turpitude, deceit, fraud or misappropriation of funds, or domestic violence in any court.
5. No misdemeanor charges or convictions, excluding minor traffic violations.
6. Must agree to sign waiver for pre-employment drug testing.
7. Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.