

KEWEENAW BAY INDIAN COMMUNITY

2020 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
KIM KLOPSTEIN, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
DON MESSER

ASSISTANT TRIBAL PROSECUTOR

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume with GPA
- Cover Letter
- Graduate and Undergraduate Transcripts if licensed for less than three (3) years
- Three (3) samples of legal writings
- Minimum of three (3) Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

KEWEENAW BAY INDIAN COMMUNITY

2020 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
KIM KLOPSTEIN, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
DON MESSER

POSITION ANNOUNCEMENT

POSITION:

Assistant Tribal Prosecutor

LOCATION:

Keweenaw Bay Indian Community Tribal Center
Baraga, Michigan

SUPERVISORY CONTROL:

Tribal Attorney

SALARY:

Negotiable – Dependent on work experience

QUALIFICATIONS:

- Juris Doctor from an accredited Law School.
- Must be a member in good standing of the State Bar of Michigan, or commitment to secure membership within one year of employment.
- Eligible for admission to practice before the Federal Bar, or commitment to secure such eligibility.
- Two (2) years' work experience in the prosecution or criminal defense or related litigation experience preferred.
- General knowledge of the law with an emphasis on applicable current case law, statutes, and regulations relating to Indian tribes and criminal proceedings. Knowledge of and experience with the operation of court systems. Individuals with experience in Indian law and prosecution preferred.
- Excellent oral and written communication skills must work effectively with other people at a variety of ages and levels, competency in various computer programs, and able to work independently to get a project completed.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.
- Must maintain a satisfactory Indian Child Protection and Family Violence Prevention Act Background Investigations Policy clearance and Criminal Justice Information Services clearance.
- Must have a valid driver's license.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who have Honorable and General discharges (DD214 required).

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

DUTIES AND RESPONSIBILITIES:

1. Assist the Tribal Attorney, and perform general in-house duties for the Tribal Council as directed.
2. Represent the Keweenaw Bay Indian Community throughout all phases of adult criminal and juvenile delinquency cases, including traffic violations.
3. Review search warrants and assist in investigation when requested.
4. Review and analyze police reports, laboratory reports, witness statements, and other evidence.
5. Draft complaints, motions, plea offers, briefs, and jury instructions.
6. Represent the Keweenaw Bay Indian Community throughout all phases of juvenile neglect or dependency cases.
7. Represent the Keweenaw Bay Indian Community in Natural Resources Enforcement hearings, treaty rights violation hearings, and civil infraction hearings coming within the jurisdiction of the Tribal Court.
8. Advise and consult with Tribal Police, Tribal Social Services, and Natural Resources Department personnel on their investigations
9. Advise and consult with Tribal Police and Natural Resources Department personnel on enforcement-related activities and procedures.
10. Liaise with the U.S. Department of Justice for the Western District of Michigan on criminal matters in which the Keweenaw Bay Indian Community has an interest.
11. Consult with the Probation Office on bond, sentencing, and probation matters.
12. Serve as a representative on the Healing to Wellness Program team.
13. Provide legal counsel and representation of Indian Child Welfare matters.
14. Interview witnesses and victims.
15. Prepare appellate briefs, conduct research, and present arguments to the Keweenaw Bay Indian Community Appellate Court.
16. Participate in various interdisciplinary teams and committees as assigned by the Tribal Attorney.
17. Prepare legal documents.
18. Conduct legal research and draft memoranda.
19. Provide routine training for law enforcement and other staff regarding adult criminal and juvenile delinquency procedures.

20. Assist in revising the Tribal Code by identifying shortcomings, conducting legal research and analysis on potential improvements, and drafting proposed code.
21. Review police report requests and determines whether all, a portion or none of the requested material is disclosed.
22. Manage large caseloads independently.
23. Maintain confidentiality.
24. Perform other related duties as assigned by the Tribal Attorney.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Date of Distribution: August 17, 2020

Closing Date: August 31, 2020 @ 4:00 p.m. or until filled

TERO Approved: 

Date: 17 Aug 2020