



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPEN: **OCTOBER 10, 2021**

CLOSE: **OPEN UNTIL FILLED**

JOB TITLE: **ASSISTANT PROSECUTOR/
PRESENTING OFFICER**

DEPARTMENT: **PROSECUTOR’S OFFICE**

REPORTS TO: **SENIOR PROSECUTOR**

HOURS: **40 HRS/WK – FULL TIME**

SALARY: **BASED ON YEARS SINCE
ADMISSION TO PRACTICE + BENEFITS***

REQ: **284**

**THE PUYALLUP TRIBE OF INDIANS PROVIDES A GENEROUS BENEFITS PACKAGE THAT INCLUDES EMPLOYER PAID MEDICAL, DENTAL, VISION, LIFE INSURANCE, A RETIREMENT/401(K) PLAN WITH PROFIT SHARING, PAID HOLIDAYS, AND PAID TIME OFF INCLUDING BIRTHDAY LEAVE.*

POSITION SUMMARY:

Responsible for planning, organizing, and directing assigned activities of the Prosecutor’s Office and serves as the Assistant Prosecutor/Presenting Officer for the Tribe.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Researches, evaluates, and analyzes laws, court decisions and authorities.
2. Prepares and presents complaints, motions, and other legal documents for civil and criminal prosecutions.
3. Prepares and maintains legal and administrative records and reports.
4. Represents the Puyallup Tribe in the enforcement of the Criminal, Juvenile Justice and/or Children’s Codes in Tribal Court proceedings as the Assistant Prosecutor/Presenting Officer, as assigned by the Senior Prosecutor.
5. Works closely with various Tribal Agencies in the preparation and presentation in court, of criminal and civil cases involving both adults, juveniles and child welfare.
6. Responsible for developing and maintaining cooperative and collaborative working relations with staff from other tribal and state agencies, victims of crimes, parents and other relatives.
7. Responsible to understand and apply rules of evidence, regulations and precedence and arrive at a logical interpretation.

8. Responsible to work effectively with wide latitude for independent judgment and action, and to be accountable to the Senior Prosecutor.
9. Responsible to understand and apply sovereignty, aboriginal and treaty right issues as they relate to representing the Puyallup Tribe.
10. Responsible to work independently and manage a diverse and fluctuating caseload.
11. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must have a Juris Doctorate Degree from an accredited Law School. Experience and Intermediate knowledge using word processing and spreadsheets (i.e. Word for Windows, Excel, Access, etc.). Must have a minimum of five years of experience practicing law, preferably Indian Law in both Tribal and State Courts preferred. Must have at least three years of prosecutorial or trial attorney experience preferred.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

License and Certificates

Must be a member of a state Bar Association in good standing.

Must have and maintain a valid and unrestricted Driver's License and proof of auto insurance required. Driver's License must not contain any restrictions that would otherwise prevent an employee from operating a GSA vehicle and complying with the Tribe's Vehicle Use Policy.

Member of the Puyallup Tribal Court Bar.

Other Requirements

Not to be the subject of a child protective service investigation (Tribal, State, or Federal).

Have no outstanding arrest warrants.

Have no felony convictions (Tribal, State or Federal).

Have no misdemeanor convictions (Tribal, State or Federal) in the last 15 years.

Attorneys can have no professional disciplinary actions in the last 15 years.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to stand; walk; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee contacts and interruptions during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.
- The employee is regularly exposed to toxic or caustic chemicals.
- The noise level in the work environment is usually moderate.
- Requires occasional travel using employee's own transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Apply online at <https://us59.dayforcehcm.com/CandidatePortal/en-US/ptoiad> or visit the Puyallup Tribe's website at <http://www.puyalluptribe-nsn.gov/Employment/>.

Online Application Tips:

1. If you are using a MAC, use Safari. If you are using a PC, use Chrome.
2. Do not use a mobile cellular device.
3. Upload additional documents (resume, cover letter, reference letters, proof of Indian blood, etc.) to the 'upload resume' tab as one (1) PDF file or email documents to jobs@puyalluptribe-nsn.gov. Please include copies of any required degrees and/or certificates.
4. Indian Hiring Preference – If selecting a native category (native, spouse, descendant), send in the appropriate documentation. If you have any questions about the hiring preference policy or what document to send in, contact us.
5. Provide 3+ references. We cannot obtain references from direct family members (parents, grandparents, siblings, or children). One reference must be a recent past or present supervisor. We prefer the rest of your references to include co-workers, subordinates, or other supervisors, but we can accept a personal reference from someone who is familiar with your work ethic, skills/abilities, and attendance.
6. To add more employment, references, education, etc., click on the small blue + sign in the upper right corner of the page.
7. When entering salaries, use only numbers. Do not use any other characters (such as , . or \$).
8. After you submit your application, you will receive an email confirmation. If you do not receive an email, please call the office to confirm submission.

*If you have any questions about the online application, please call (253) 573-7863
or email jobs@puyalluptribe-nsn.gov.*