



Ak-Chin Indian Community

Prosecutor - previous applicants will be considered and do not need to reapply

SALARY	\$85,621.00 - \$124,150.45 Annually	LOCATION	AZ 85139, AZ
JOB TYPE	FTEXEMPT	JOB NUMBER	25-00028
DEPARTMENT	Prosecutor	OPENING DATE	03/26/2025
CLOSING DATE	6/18/2025 11:59 PM Arizona		

Summary

Under general direction, prosecutes cases on behalf of the Ak-Chin Indian Community.

Minimum Qualifications

Juris Doctorate degree from an ABA accredited university. Experience equivalent to three years full time work providing legal counsel in a tribal, local government, or corporate setting, at least one year of which involved trial work and supervisory experience. Must be licensed to practice law in the State of Arizona. Must have a valid Arizona Driver's License and be able to meet the Community's insurance carrier requirements. Must successfully complete a background check.

Preferred Applicant Qualifications: Possess or be willing to obtain Special Assistant U.S. Attorney (SAUSA) Certification. Possess knowledge and experience interfacing with Federal agencies and have the ability to work within prosecutorial processes coordinating with Federal agencies and the Ak-Chin Indian Community.

Examples of Duties

- Reviews and investigates cases involving violation of Community Code, filing charges when case is prosecutable.
- Prepares cases for prosecution in the Ak-Chin Indian Community Court; meets with defense attorneys and other representatives to discuss resolution of cases (plea bargain or court trial).
- Interviews witnesses, police officers or others to determine that evidence is complete to prepare an effective prosecution case.
- Prosecutes Code violations in Court.
- Represents the Ak-Chin Indian Community's interests in Indian Child Welfare Act (ICWA) cases in State Court.
- Engages in regular and sustained discussion with the U.S. Attorney regarding Ak-Chin Community cases submitted for federal action.
- Leads all relevant and necessary multi-disciplinary team meetings with federal agencies and counterparts.
- Serves as the primary office manager for the Ak-Chin Community Prosecutor's Office. Prepares and monitors department budget and supervises, assigns and reviews the work of department staff.

- Develops and maintains proactive and appropriate educational and outreach programs related to the office of the prosecutor for both juveniles and adults.
- Trains tribal law enforcement staff.
- Performs extensive legal research, prepares memoranda, motions, briefs, drafts additions/revisions to the Community Code, and other legal documents.
- Attends a variety of meetings with Community Council/management to discuss issues/problems and report on office activities and related issues.
- Actively works to stay abreast of the latest relevant federal criminal, administrative law, and Indian Law developments that may affect the Community for tribal prosecutions in Native jurisdictions.
- Drafts additions/revisions to the Community Code.
- Attends a variety of meetings with Community Council/management to discuss issues/problems and report on office activities and related issues.
- Supervises the Assistant Prosecutor and Legal Assistant.
- Performs other work-related duties as assigned.

Other Requirements

- Knowledge of State/Federal statutes impacting tribes.
- Knowledge and experience in application of jurisprudence and legal analysis including knowledge in Federal Indian Law.
- Knowledge and experience in the processes and implementation of Victim's Rights.
- Knowledge of the Ak-Chin Indian Community Code/Ordinances.
- Knowledge of the practices, procedures, and techniques for effectively representing a tribal government in court and administrative proceedings.
- Knowledge of legal reference resources and research techniques used to prepare and present an effective defense of tribal programs, functions, and activities in court and administrative proceedings.
- Knowledge of the practices, procedures, and techniques for effectively prosecuting violations in the Ak-Chin Indian Community Court.
- Knowledge of legal reference resources and research techniques used to prepare and present an effective prosecution of violations in the Ak-Chin Indian Community Court.
- Knowledge of basic public administration principles and practices, including budgeting, policy/procedure development, and employee training and supervision.
- And to effectively plan, supervise, and coordinate the work of Prosecutor Office staff.
- Ability to effectively plan, supervise, and coordinate the work of Prosecutor Office staff.
- Skill in establishing and maintaining effective working relationships with Community Council members, other Department heads, attorneys representing other governmental organizations, and the public.
- Skill in representing/defending a tribal government in court/administrative proceedings.
- Skill in managing the day-to-day operations of a tribal Prosecutor's Office.
- Skill in prosecuting cases in tribal Court.
- Skill in negotiating settlements.
- Skill in interpreting State and Federal laws, rules, and regulations impacting tribal governments in the State of Arizona.
- Skill in preparing and interpreting Community Codes/Ordinances, rules, and regulations.

Employer

Ak-Chin Indian Community

Address

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Maricopa, Arizona, 85238

Phone

520/568-1050

Website

<http://ak-chin.nsn.us>