



## **Havasupai Tribe Job Announcement**

**POSITION ANNOUNCED: HAVASUPAI TRIBAL PROSECUTOR**

**IMMEDIATE SUPERVISOR: HAVASUPAI TRIBAL COUNCIL**

**CONDITIONS OF EMPLOYMENT: CONTRACTED**

### **DUTIES**

The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.

- Prosecuted criminal proceedings in the Havasupai Tribe Court after making initial determinations to prosecute cases.
- Signs, files and presents complaints, subpoenas, process of service, and other necessary documents in criminal proceedings.
- Presents evidence against accused person(s) to the Tribal Court of the Havasupai Tribe; assists in the gathering and analyzing of evidence in all criminal cases.
- Works cooperatively with the Bureau of Indian Affairs, State, County, and other Indian and Federal Law Enforcement Agency Personnel.
- Provides technical assistance for changes to Tribal Ordinances for approval by the Tribal Council.
- Performs related duties as assigned and authorized.

### **COMPLEXITY**

- The work includes varied duties which require the incumbent to apply the principles and concepts of criminal law to a broad range of activities which include a substantial depth of analysis. The assignments are characterized by the breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to determine the appropriate method involved in processing cases.

### **SUPERVISION RECEIVED**

- The Prosecutor receives broad direction from the Tribal Chairman. Independently plans cases in conjunction with the Tribal Court calendar and meets all required timelines for motions pursuant to the Havasupai Tribal Code, Rules of Criminal Procedures. Exercise flexibility in cases and technical adequacy of methods assumed. Performance is reviewed on the basis of effectiveness and adherence to Tribal Policies and Procedures, Havasupai Tribal Code, and applicable State or Federal Laws.

## **PERSONAL CONTACTS**

- Contacts are typically with agencies closely related to the incumbent's specialty area. Occasional contact is made with other public safety agencies to coordinate prosecution of cases.

## **PHYSICAL EFFORTS & ENVIRONMENTAL FACTORS**

- The work is mostly performed in an office environment and in tribal court. Travel on the reservation is required.

## **MINIMUM QUALIFICATIONS**

- Required education, training or experience

## **EDUCATION**

- Must have practice Tribal Advocacy in Tribal Courts, a minimum of three (3) years experience in adult criminal and/or juvenile court including trial experience
- Must possess knowledge of Federal Indian Law, ICRA, ICWA, and Federal rules of evidence
- Must have never been convicted of any misdemeanor in the past twelve (12) months
- Must pass a criminal back ground check

## **REQUIRED KNOWLEDGE, SKILLS, & ABILITIES**

- Working knowledge of principles, policies, and procedures, codes, law, and status of law enforcement
- Knowledge of the missions, goals, policies and procedures of the Havasupai Tribe
- Interpreting policies, ordinances, and laws
- Gathering and analyzing evidence
- Verbal and written communication
- Must be computer literate
- Apply appropriate codes, laws and statutes
- Make decisions and act with tact and impartiality
- Establish and maintain effective working relations with other
- Do legal research with limited supervision
- Maintain flexible hours
- Must have never been convicted of a felony
- Must possess a valid Arizona Driver's License
- Applicant must be at least twenty-five (25) years of age

## **DESIRED**

- Preference for applicant with knowledge of Havasupai Tribal Customs and Traditional Practices

Interested applicants should provide a letter of interest and a current resume to April Olson at [aeolson@rothsteinlaw.com](mailto:aeolson@rothsteinlaw.com).