

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

RE-ADVERTISEMENT

Applicants who previously applied need not reapply unless they wish to update their applications.

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#18-077	May 17, 2018	June 7, 2018
POSITION TITLE AND DEPARTMENT	SALARY	
Assistant Prosecutor Prosecutor's Office	\$60,000.00 Per Annum	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (Exempt). (Grant funded position; continued employment dependent on grant/contract)
- Applicant must be able to become a member of the San Carlos Apache Tribal Bar Association within one year of hire.
- Applicant must be at least twenty-one (21) years of age.
- Applicant must have no convictions of a misdemeanor one year prior to hire and never been convicted of a felony. *Note: Applicants must meet this requirement by completing Item No. 15 on the Application for Employment.*
- Applicant will be subject to and pass a local/Tribal and State background check.
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. *If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.*
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As an Assistant Prosecutor under the direction of the Chief Prosecutor, the Assistant Prosecutor shall prosecute criminal actions on the behalf of the San Carlos Apache Tribe in regards to child dependency and crimes against children. The Assistant Prosecutor has prosecute civil petitions in the Juvenile Court and render technical assistance to the police department and other related agencies. Shall perform legal research, prepare or assist in drafting and filing motions, memorandums of law, petitions and other legal documents. Shall recognize sensitive and complex issues, develop, and formulate case theory. The Assistant Prosecutor is responsible for handling cases arising out of allegations of child abuse and neglect. The Assistant Prosecutor will also be required to assess the backlog of cases on the juvenile court docket and develop and implement permanency planning for children involved in the juvenile court system. Shall work closely with Tribal Social Services and law enforcement agencies. Shall conduct research on drug exposed infants and children, and develop new strategies for dealing with these types of cases, including but not limited to assessing and researching current codes and making recommendations for changes as needed. Assist with data collection, report preparation, and community education activities. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Successful completion of a full-4-year course of study in accredited college or university that led to a bachelor's or higher degree that included a major field of study in Criminal Justice or a closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

Candidates must have had two (2) years of specialized experience. Specialized experience is experience in criminal justice, providing services or representation to child, guardian ad litem or court appointed special advocate work OR a combination of education and experience in a related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of the Constitution, Tribal Codes, Ordinances, and related Federal Indian Law.
2. Knowledge of court documents such as warrants, subpoenas and other related legal documents.
3. Knowledge of the Tribal Court system and Tribal Court appellate process.
4. Ability to present statements of fact, law and arguments clearly and logically, both orally and in writing.
5. Knowledge of the dynamics of child abuse and neglect and its impact on the victims and community.
6. Knowledge of basic computer programs in order to articulate written motions and correspondence for clients.
7. Ability to coordinate case investigation, preparation and courtroom presentation.
8. Ability to recognize sensitive and complex issues relating to court cases and handle efficiently.
9. Ability to research matters of the law independently and apply the research to legal arguments.
10. Ability to deal with members of the public with tact, diplomacy, and respect.
11. Ability to multi-task and prioritize to meet deadlines.
12. Ability to work well independently and give attention to detail.
13. Ability to think critically and creatively and possess excellent writing and interpersonal skills.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Deidre Antonio
Human Resource Specialist

May 17, 2018
Date