



EMPLOYMENT OPPORTUNITIES

Job Title: Prosecutor III – Deputy Community Prosecutor

Closing Date: 11/07/2018

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 19-038

Job Type: Regular Full-Time

Department: Office of the Prosecutor

City: Sacaton, AZ

Location: 151 S. Bluebird Road

Area of Interest: Legal

Salary Type: Base Pay

Salary/ Hourly Rate: \$91,095 Salary

Tribal Driving Permit Required: No

DISTINGUISHING FEATURES OF THE CLASS:

The Prosecutor III represents the Community in the litigation of the more complex criminal complaints and works with the US Attorney's Office to ensure serious crimes are federally prosecuted. The Prosecutor III will assist in training of the junior prosecuting attorneys, and must be intimately familiar with professional responsibilities as an attorney.

ESSENTIAL FUNCTIONS:

- Represent the Community in special prosecutions, high profile cases, complex criminal complaints and other matters as assigned.
- Represent the Community in the Community courts at all stages of criminal and civil cases in which the Community is the plaintiff or petitioner.
- Represents the community in Court at arraignments/initial hearings, pretrial/status conferences, review and evidentiary hearings and trials/adjudications in which the Community is the plaintiff or petitioner as assigned, must be largely independent in such abilities.
- Represent the Community in multidisciplinary meetings with the US Attorney's Office to ensure serious crimes are federally prosecuted.
- Conduct legal research, analysis and document production related to the litigation of criminal cases in the Community courts.
- Draft legal pleadings for the Community in criminal and civil cases.
- Gather and analyze evidence in criminal cases.
- Maintain case files, calendars and databases for criminal cases.
- Assist in the development, revision and modification of the Community's laws, resolutions and ordinances.
- Represent the Community at meetings, court proceedings and other functions.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of criminal law, procedure and appellate process.
- Considerable knowledge of and experience in application of principles of jurisprudence and legal analysis, including a background in and knowledge of Federal Indian Law.
- Considerable knowledge of Tribal and non-Tribal criminal law, the Arizona Revised Statutes, the United States Code and case law.
- Extensive experience with and knowledge of tribal governments and Tribal court jurisdiction and operations.
- Ability to exercise sound judgment, work independently and with others.
- Ability to clearly and successfully articulate ideas and logical analysis both orally and writing.
- Ability to effectively plan, supervise and coordinate work of others.
- Ability to maintain effective working relationships with people of varied economic, educational, and cultural backgrounds.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-Free Workplace as a condition of employment with the Gila River Indian Community.

REQUIRED EXPERIENCE AND TRAINING:

Juris Doctorate Degree from an ABA accredited law school and current membership in good standing with the Arizona State Bar; minimum of five (5) years' experience as a licensed attorney with specialized and significant experience as an attorney in criminal litigation, including trial experience preferably.

ADDITIONAL REQUIREMENTS:

As a condition of employment, incumbent must be willing to obtain a Certification as a Special Assistant United States Attorney within eighteen (18) months from the date of hire.

Preference for an attorney with specialized experience in Federal Indian Law.

Submission of an acceptable legal writing sample (5-10 pages).

Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.

Required to obtain a Tribal Driving permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Supervisory, Salaried Position
Reports to Chief Prosecutor or designee

BENEFITS INFORMATION:

- Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
 - Prescription Program
 - Dental – Plan is provided through CIGNA with no deductible for preventive services or \$50 (individual)/\$150 (family) deductible for basic and major services
 - Vision – plan benefits are provided through SightCare of Arizona and carry a \$10 co-pay for exams, zero co-pay
 - Life and AD&D – We offer voluntary or supplemental life insurance for Employee & Dependents through METLIFE Group Insurance. GRIC pays the full cost for your Basic Life and AD&D.
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Other Voluntary Benefits –

- Flexible Spending Account (FSA)
- Short Term Disability
- Long Term Disability
- Employee Assistance Program
- 12 Paid Holidays
- Vacation Leave
- Sick Leave

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org