



EMPLOYMENT OPPORTUNITIES

Job Title: Prosecutor I – Deputy Community Prosecutor

Closing Date: 03/08/2019

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: 19-130-2

Job Type: Regular Full-Time

Department: Office of the Prosecutor

City: Sacaton, AZ

Locations: 151 S. Bluebird Road

Area of Interest: Legal

Salary Type: Base Pay

Salary/ Hourly Rate: \$ 68,700 Salary

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Prosecutor I position involves representing the Community in the litigation of criminal complaints, civil petitions and juvenile offender matters in the Community courts as plaintiff or petitioner; legal research and writing; intimately familiar with professional responsibilities as an Attorney.

ESSENTIAL FUNCTIONS:

- Conduct legal research, analysis and document production related to the litigation of criminal and civil cases in the Community courts.
- 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.
- Draft legal pleadings for the Community courts.
- Gather and analyze evidence in criminal and civil cases.
- Maintain case files, calendars and database for criminal and civil cases.
- Assist in the development, revision and codification of the Community's laws, resolution and ordinances.
- Assist in representing the Community at meetings, court proceedings and other functions.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Background and knowledge of criminal law, procedure and appellate process with some practical experience in criminal case preparation and litigation preferred.
- Knowledge of and experience in application of the principles of jurisprudence and legal analysis, including a background in and knowledge of Federal Indian Law.
- Ability to work independently and in intensive concert with others.
- Ability to clearly and succinctly articulate ideas and logical analysis orally and in writing.
- Ability to 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.

REQUIRED EXPERIENCE AND TRAINING:

Juris Doctorate degree from an ABA accredited school of law with current membership in good standing with the Arizona State Bar.

ADDITIONAL REQUIREMENTS:

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

Preference for attorney with specialized experience in Federal Indian Law.

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.**

Non-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.

Other Voluntary Benefits –

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