

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail cory.clairmont@cskt.org**

*** * * V A C A N C Y A N N O U N C E M E N T * * ***

TITLE: Prosecuting Attorney – Civil Law Emphasis
Contract position

LOCATION: Tribal Prosecutor's Office
Pablo, MT.

SALARY: Negotiable - Entry level position

CLOSING DATE: Thursday, June 13, 2019 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test.**

This is a professional position requiring specialized knowledge and skill to represent and act as legal counsel for the Confederated Salish and Kootenai Tribes and its governmental departments in the Tribal Court and such other forums, including other courts, tribunals, alternative dispute mechanisms, and agencies as necessary. The incumbent shall be a fully licensed member in good standing of the State Bar of Montana and admitted, or eligible for admission, to practice in the Tribal Court of the Confederated Salish and Kootenai Tribes. The general work is a litigation position and the incumbent shall have necessary education, training, and skills to represent the Tribes in court independently. To the end, the incumbent shall act on behalf of the Tribes with respect to the following matters which are not all-inclusive.

- Attorney shall act as Prosecuting Attorney for the Tribal Prosecutor's Office specifically prosecuting criminal cases and juvenile youth court adjudications. The Attorney shall also prosecute child protection cases and in other civil cases such as guardianships, mental health commitments, and child support enforcement actions, as needed. Further, the Attorney shall perform duties as assigned by the Prosecutor's Managing Attorney, including: training, grant writing and other duties including representing Tribal interests routinely litigated in Tribal Court and other actions as necessary to carry out Tribal Council assignments to the Prosecutor's Office as well as performing such administrative and other duties assigned by the Managing Attorney of the Prosecutor's Office. In performance of his/her duties under this contract the Attorney shall be subject to the supervision and direction of the Prosecutor's Managing Attorney.
- In the furtherance of the above listed duties, Attorney is authorized to conduct communications and liaison with federal, state, and local governmental agencies and with private corporations, firms, or individuals in carrying out an authorized assignment, in conformity with practices necessary to properly

conduct legal business, and to testify on behalf of the Tribes at such public hearings as may be deemed necessary to perform the duties assigned.

- The attorney will be expected to act as Tribal Prosecutor for and on behalf of the Tribes in Tribal Court proceedings, but may be required to appear as such before other courts, tribunals, departments, agencies, and committees of Congress and the State legislatures as requested by the Tribal Council.
- The attorney shall be a fully licensed member in good standing of the bar of the State of Montana, if not licensed must become admitted within six (6) months of hire date to maintain employment, and to her/his knowledge no disciplinary proceedings have been instituted against her/him by any bar association of any jurisdiction of the United States or its territories which are pending and/or unresolved and (s)he has not been disbarred or suspended from the practice of law in any jurisdiction in the United States or its territories.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Must be a member in good standing of the State Bar of Montana. If not admitted, must become admitted within six (6) months of hire to maintain employment.
- Applicant must have no criminal convictions other than minor traffic infractions for which the punishment does not include the possibility of a jail sentence.
- Weekend and off-hour work and occasional Court appearances required.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Required specialized knowledge acquired through intensive academic preparation at college level and/or legal educational institution.
- Knowledge of general legal principles, criminal law and procedures, court procedures, law enforcement, Federal and Tribal court forum.
- Must have the ability to compose legal materials, conduct legal research, and have effective interview techniques.
- Must have the ability to present cases in the Tribal Court forum independently; knowledge of the social and cultural lifestyles of the reservation community; knowledge of legal research methods.
- Skills in oral and written communication; skill in computer operation for drafting and work processing purposes; courtroom skills.

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application.)
2. Copies of relevant licenses, academic transcripts and relevant training certificates.
3. Provide a writing sample.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If you are claiming Veteran's Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Department, P.O. Box 278, Pablo, MT 59855, 406.675.2700, ext. 1259.

FOR MORE INFORMATION: Contact Jim Taylor, Managing Attorney, Tribal Prosecutors Office @ 406.675.2700, ext. 1176

**PROSECUTING ATTORNEY
Civil Law Emphasis
(Contract Position)**

The Confederated Salish and Kootenai Tribes – Pablo, MT are seeking a full-time Prosecuting Attorney to represent the Tribes in Tribal Court. Applicants must be an attorney admitted to practice Law in the State of Montana, if not admitted must become admitted within six (6) months of hire to maintain employment. All applicants are required to submit a Tribal application, copies of relevant transcripts and/or certificates, writing sample, resume and a cover letter to the Tribal Personnel Department, 406.675.2700 ext. 1259 or visit the csktribes.org website for the application and full vacancy announcement. Closing date will be June 13, 2019 @ 5:30 p.m. **The successful applicant, if not already employed with the Tribes, must pass a pre-hire drug test and serve a six-month probationary period.**

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE ADVERTISE IN THE CHAR-KOOSTA NEWS CLASSIFIED ADS ON:

- 1. Thursday, April 18, 2019**
 - 2. Thursday, May 2, 2019**
 - 3. Thursday, May 16, 2019**
 - 4. Thursday, May 30, 2019**
 - 5. Thursday, June 6, 2019**
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**BILL TO: TRIBAL PROSECUTOR'S OFFICE
P.O. BOX 278
PABLO, MT. 59855**

If you have any questions, feel free to contact Cory Clairmont @ (406) 675-2700, ext. 1041. FAX (406) 675-2711 or E-Mail: cory.clairmont@cskt.org