

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE P.O. Box 837 ● SELLS, AZ ● 85634-0837
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JOB DESCRIPTION

Job Title:	Attorney Prosecutor	Job Class Assignment:	026
Department:	Investigations and Prosecution	Eligible for Overtime:	No
Division:	Prosecutor	Pay Grade:	59

Position Summary:

Under general supervision, presents criminal complaints and prosecutes individuals accused of violating the laws or ordinances of the Tohono O'odham Nation.

The work is normally reviewed upon completion, with occasional spot checks while in process, to ensure accuracy, timeliness and conformance to established standards; major work tasks are covered by instructions or procedures and unusual situations are referred to a supervisor.

Essential Duties and Responsibilities:

- Represents the Tohono O'odham Nation as plaintiff in actions based on violations of the Tohono O'odham Law and Order Code, and other applicable laws and ordinances.
- Utilizes a plea bargaining process that will protect the interests of both the nation and the victims of crime.
- Receives, reviews and screens complaints to determine whether formal criminal proceedings should be initiated.
- Interviews clients, gathers evidence, and analyzes pertinent information in civil, criminal, and other cases to formulate and prepare for legal action.
- Conducts research, interviews clients and witnesses and coordinates details and processes in preparation for trial.
- Prepares legal briefs; develops strategy, arguments and testimony in preparation for presentation of the case.
- Files briefs with court clerk; handles specific cases or acts as co-counsel as assigned by supervising attorney.
- Interprets laws, rulings, and regulations for individuals.
- Confers with colleagues to establish and verify basis for legal proceedings.
- Maintains all appropriate documentation as required.
- Maintains professional and technical knowledge by conducting research; reviewing case histories and rulings; attending workshops, conferences and seminars; establishing networks; conferring with representatives of contracting agencies and related organizations.
- Performs other job related duties as assigned and contributes to a team effort.

Knowledge, Skills, and Abilities:

- Knowledge of the Tohono O'odham culture, customs, and traditions.
- Knowledge of the Tohono O'odham Nation's government operations and functions.
- Knowledge of economic, educational, health and social problems of Native Americans.
- Knowledge of applicable federal, state, tribal laws, regulations and codes, modern tribal court practices, judicial procedure, and rules of evidence.

- Knowledge of applicable criminal, civil and traffic laws, statutes and ordinances and other applicable regulatory laws.
- Knowledge of judicial procedures and rules of evidence.
- Knowledge of modern court practices and administration with emphasis on court development and systems.
- Knowledge of the principles, practices and methods of legal research.
- Knowledge of the economic, educational, health and social problems of Native Americans.
- Knowledge of legal strategies, their development and presentation.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, analyzing and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Skill in presenting complex information.
- Skill in providing superior customer service to external and internal customers.
- Ability to exercise independent judgment and negotiate legal actions.
- Ability to interpret and apply applicable federal, state, county and local laws, regulations, and requirements to complex criminal and civil cases.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain positive and effective working relationships with other employees and the general public.
- Ability to maintain privileged confidential information.
- Ability to work independently and meet strict time lines.
- Ability to work extended hours and various work schedules.

Minimum Qualifications:

- Juris Doctorate degree from an accredited law school and one year work experience in the legal field. (Work experience based on law school internships, externships, clerkships, etc. count towards the one year of work experience.)

Licenses, Certifications, Special Requirements:

- Must be admitted to practice law before the highest court of any state or in any federal or U.S. territorial court, or admitted within three months of hire.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license, (no DUIs or major traffic citations within the last three years).
- Must submit a 39-month driving record with the employment application.
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and sit; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.