



TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS

4180 HWY 281
P.O. BOX 900
BELCOURT, ND 58316

(701) 477-2600
Fax: (701) 477-5685
Website: www.tmbci.org

Job Announcement

Position: Tribal Prosecutor

Status: Regular Full-Time

Location: Prosecutor Office

Supervisor: Tribal Attorney and Tribal Chairman

Salary: \$23.50- \$28.50

Opening Date: April 4, 2017 **Closing Date:** May 17, 2017

Minimum Qualifications:

- Juris Doctorate Degree from an accredited law school. Licensure as an attorney eligible to practice law in the State of North Dakota or other jurisdiction, or ability to get a license within 18 months. We will consider applications from persons eligible for licensure, but not currently licensed in ND.
- Experience in the practice of law which included court experience preferred.
- Effective oral, written, and interpersonal communication skills
- Analytical and decision-making ability.
- Must be able to understand tribal law, tribal jurisdiction, and federal laws applicable to Indian Tribes.
- Must be able to work with all levels of law enforcement, FBI, BCI, County, and BIA law enforcement.
- Independent thinking, as well as a demonstrated ability to quickly synthesize complex information.
- Understanding the ethical qualifications associated with the practice of law before a court.
- Understanding of the ethical responsibilities of a prosecutor and conflicts of interests.
- Must possess a valid Driver's license.
- Proof of Vehicle Insurance in applicant's name. (if applicable)
- Must be able to pass a drug test.
- Must pass a tribal, state, and federal background check.
- If licensed must produce a statement of good standing with his or her bar.

Responsibilities and Duties.

- Present information in Court to prosecute civil and criminal actions.
- Advise Law Enforcement officers, prepare and present warrant applications, and conduct probable cause hearings.
- This individual will also conduct legal research and prepare legal correspondence, pleadings, briefs, and opinions.
- Must be able to communicate well orally.
- Will schedule time to properly prepare cases, trials, motion hearings, and other court proceedings.
- Will develop an electronic record keeping system for the accurate maintenance of case records and paper files.
- Will maintain the confidentiality of victims and law enforcement information as required by law.
- Will work closely with other departments and agencies to coordinate activities and procedures for presenting cases and improving function of legal processes.
- Recommend draft code and procedure rules.
- May supervise other prosecutors.

How to apply: (Submit completed application to):

Personnel Department
Turtle Mountain Band of Chippewa
P.O. Box 900
Belcourt, ND 58316

Also submit copy of transcript of degree attained and training certificates, background check, Indian Preference, etc. (if applied). Points in screening will be given only for documentation attached.

For more information contact Brittany Poitra at (701) 477-2615 or email brittany.poitra@tmhci.org

Indian Preference Statement

Candidates for employment or career advances shall be hired, trained, and promoted without regard to race, color, religion, sex, national origin, age or personal, political or religious beliefs. However, preference shall be given in hiring in the following order between equally qualified candidates who are:

1. Enrolled Member Veteran (10 points to be given to enrolled member veterans in screening process as follow: (see definitions)
2. Enrolled member
3. Other Tribal Member veterans
4. Other Tribal Members

Veteran Preference

Veterans and eligible spouses of deceased will receive special consideration for initial appointments for all positions being filled by the TMHCI. The intent of this policy is to promote and bring deserved services and benefits to our veterans for the personal sacrifices they have made. To be considered for a preferential treatment under this policy, candidate(s) must submit copies of verification documents to Personnel Office along with the employment application for eligibility determination purposes. An acceptable verification document is the discharge of transfer report form DD214.

Disqualification of Application

Applicants who provide false information on their applications will be disqualified from consideration.