

Mille Lacs Band of Ojibwe Indians Job Description

Title: SAUSA- Special Assistant United States Attorney	Page: 1 of 2
Department: OSG	Issue Date: 7/26/18
Reports To: Managing Attorney & Solicitor General	Revision Date:
Approval:	Exempt/Non-exempt: Exempt
Time/date:	Compensation Grade: E14
Funding Source: Grant funded	Grant Funded? Length of Grant?

Section 1. Position Purpose

The SAUSA works for the government to try criminal cases. The incumbent will initiate and carry out legal proceedings against a person who has been accused of a crime. On behalf of the national, regional, tribal, or local court system, the incumbent works to evaluate and/or convict criminals or secure other forms of justice.

Section 2. Education, Experience, and Skills Requirements

- Distinguished graduate of an ABA accredited law school with a LL.B. or J.D. degree.
- A minimum of three (3) years of experience in American Indian law and court systems.
- Member in good standing with the Federal Bar and State Bar of Minnesota.
- Must possess a license to practice law in the State of Minnesota.
- Knowledge of legal principles, practices, and proceedings and of laws, regulations and rules, relating to the Band.
- Ability to plan, assigns, and/or supervises the work of others.
- Experience in conducting hearings, preparing opinions and briefs, preparing cases for trial, and appealing cases to higher courts.
- Ability to interpret and apply laws.
- Ability to communicate effectively and persuade or lead others.
- Competent computer skills in a Windows environment.

Section 3. Decision Making and Problem Solving

Problems are often not well defined and are non-recurring, but may bear some resemblance to problems encountered earlier. Precedent, policy, laws and regulations, and court precedent offer some guidance, but latitude and judgment is required in determining the appropriate course of action.

Information necessary to make decisions may be incomplete or conflicting. In such cases, inferences must be drawn from the information available, and decisions are made based on incomplete, misleading, or conflicting information.

Working in the Criminal Division, the SAUSA will be part of a dedicated team helping to enforce Federal criminal laws.

Typical decisions and problems include:

- Resolution of legal issues and concerns.

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- Interpretation of laws and regulations that may be in conflict or do not provide definitive guidance on an issue.

Section 4. Authority and Responsibility

The SAUSA will be primarily responsible for prosecuting offenders for alleged federal violations of federal law and supervised release conditions pursuant to 18 U.S.C. § 3583.

Duties will include:

- Review of a case beginning with a review of police reports and performing research.
- Meeting with witnesses or victims.
- Utilize gathered information in court to present the case against the accused defendant.
- Follow cases through each stage of the judicial process and communicate with all involved parties. At times, this requires coordination with additional attorneys, the police and other professionals.
- Prosecute alleged federal violations of federal law and supervised release violations from initial appearance through final disposition, including representing the United States at contested revocation hearings that can include the presentation of evidence through witness testimony and documents to establish violations.
- Provide and participate in training related to investigating and prosecuting federal crimes.
- Assist in drafting or revising criminal code
- When justice demands and when possible, utilize alternative remedies of rehab and restorative justice as established in grant.
- Other duties to comply with grant requirements

Section 5. Interpersonal Relations and Contacts

- Information exchanges often involve complex issues in which the parties involved may have different objectives. Incumbent must be able to present complex information in a persuasive or compelling fashion.
- Effective exchanges may require motivating, directing, or otherwise exerting control or influence on another. Such exchanges may have a substantial impact on the Band.
- Compromise and concession making may be required to accomplish the Band's objectives.
- The incumbent represents the Band at outside hearings, meetings, and other public events.
- Must be able to represent the Band in a positive and professional fashion.

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Section 6. Working Conditions

- Nature of work is such that incumbent experiences sustained periods of moderate to high levels of stress from workload, nature of work, or nature of interactions with others, both inside and outside of the Band.
- Work is almost exclusively in doors in a controlled climate area.
- Little threat of personal danger or risk.
- Hours are typically 8-5, but extra hours may be necessary to meet deadlines and maintain workload. May involve some evening or weekend working.
- Local travel is required, limited travel outside the state is also required.

Section 7. Special Considerations

- A high degree of familiarity with Indian legal system and court system is vitally important in this position.