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**NISQUALLY INDIAN TRIBE  
JOB DESCRIPTION**

**POSITION TITLE:** Prosecutor/General Tribal Attorney  
**SALARY RANGE:** DOE (Per Tribal Attorney Pay Scale)  
**POSITION TYPE:** Exempt  
**SUPERVISOR:** Tribal Council  
**FUNDING SOURCE:**  Indirect  Grant  Supplemental  Other Tribal Council Gap

**NATURE OF WORK:** The Prosecutor is responsible for representing the Nisqually Tribe in all criminal cases brought before the Nisqually Tribal Court and all delinquency and truancy cases brought before the Nisqually Juvenile Court from initiation of the case through the exhaustion of all appeals. The Prosecutor may also be asked to represent the Nisqually Tribe in Civil matters and Indian Child Welfare cases in Tribal, State or Federal Court.

**DUTIES AND RESPONSIBILITIES:**

- Prosecute all criminal cases brought by law enforcement including representing the Tribe at arraignments, pre-trials, and trials as well as appellate proceedings.
- Represent the Tribe other matters including, but not limited to: adults and juveniles committing criminal acts; civil prosecution of child abuse and neglect; Elder abuse and neglect cases; civil and criminal violation of traffic offenses; fish and wildlife offenses; exclusion matters; vicious dog offenses and other civil offenses occurring with the Tribal Jurisdiction.
- Represent the Tribe in ICW proceedings, draft notices of intervention and other actions as provided under Tribal and Federal Laws, when the Presenting Officer is not available or when assigned.
- Effectively present materials to the court, speak clearly and provide excellent interpersonal and communication skills both written and orally.
- Conduct interviews with witnesses and complaintents.
- Litigate bench and jury trials.
- Review cases for arraignments, pre-trial conferences, or probation violation hearings by reviewing reports and plea offers for legal sufficiency, preparing amendments or allegations, reviewing defendant's prior criminal histories, contacting victims and gathering input for possible plea offers.
- Respond to calls from victims, concerned family and friends, and service providers.
- Present and explain key policy issues regarding tribal justice and victimization when necessary.
- Keep abreast of new laws, cases and legal challenges that may affect pending or future case prosecution and advice tribal police of challenges.
- Work cooperatively with Nisqually Police Department, Nisqually Probation Department and Nisqually Child Welfare.
- Cooperative with Tribal, state, and federal officials in prevention and adjudication of cases while upholding tribal sovereignty.
- Conduct research, write documents, and file legal documents in the appropriate court and present oral arguments in court.

Prosecutor  
12/2018

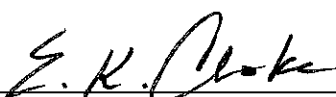
- Assist in the development and revision the Nisqually Tribal Code, Tribal Policies, and Departmental Procedures.
- Attend legal seminars, tribal trainings, and meetings as appropriate and necessary to serve the Tribe's interest.
- Ensure the availability of 24-7 legal support services to Tribal Police and ICW.
- Perform other duties as assigned.
- Perform General Tribal Attorney duties as assigned. These duties include but are not limited to:
  - Provide legal advice, service, and assistance to Nisqually Tribal Council.
  - Review and advise on commercial contracts, real estate matters, and economic development projects.
  - Provide advice and review of grant and contractual obligations, internal policies, and procedures.
  - Serve as a legal representative and advisor to Nisqually Tribe departments including law enforcement, health, housing, human resources, finance, social services, land planning and development, natural resources, ICW, and other administrative departments.
  - Assist fellow attorneys with administrative affairs of the Nisqually Tribe Legal Department.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Nisqually Constitution, Nisqually Tribal Code, Tribal Court rules of criminal and civil procedure, and rules of juvenile court procedure.
- Knowledge of criminal law, juvenile law, codes, ordinances, rules, precedents and relationships affecting jurisdiction on criminal court cases.
- Knowledge of Federal and State criminal law and procedure.
- Knowledge of the Indian Civil Rights Act and all its provisions.
- Knowledge of the culture and traditions of the Nisqually Tribe.
- Ability to provide necessary training to tribal agencies and tribal members.
- Knowledge of outside agencies for necessary referrals and data collection.
- Ability to uphold the highest level of confidentiality.
- Knowledge of prosecution best practices for both civil and criminal cases.
- Ability to work in a high stress environment and multitask on a daily basis.

**MINIMUM QUALIFICATONS:**

- Must be a graduate from an ABA accredited Law School in the United States.
- Must hold a current license to practice law in the State of Washington.
- Must be a member of the Washington State Bar Association in good standing.
- Must be a member in good standing with all legal bars, to which the attorney is admitted, with no pending ethical complaints.
- Must have at least 5 years of experience practicing Criminal Law.
- Must demonstrate ability and willingness to perform tasks of General Tribal Attorney as needed and assigned.

  
 Ellery K. Choke Jr., Chairperson  
 Nisqually Indian Tribe

12/05/2018  
 Date of Tribal Council Approval

Prosecutor  
 12/2018