

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**

Announcement # 2021-270 **Issue Date:** 11-08-21 **Closing Date:** 11-30-21



Chief Prosecutor
Office of the Prosecutor
Department of Justice Services
Hourly Wage: \$51.77/Regular/Full-Time/Supervisory

Employee serves as the Chief Prosecutor and Chief Legal Officer for the Confederated Tribes and Bands of the Yakama Nation to defend the Treaty of June 9, 1855 (12 Stat. 951) and the inherent sovereignty of the Yakama Nation by seeking enforcement of duly enacted Tribal laws. The primary goal for the Prosecutor's Office is to improve safety in its communities by working to prevent and reduce criminal activity and victimization on the Yakama Reservation, including the Usual and Accustomed territories, through vigorous and effective prosecution of civil and criminal cases in both the adult and juvenile courts.

The Chief Prosecutor works with Public Safety, CRITFC, Indian Child Welfare Programs, Probation Services, Youth Court Services, Office of Legal Counsel and other tribal programs and/or agencies to help assess tribal interests, jurisdiction, and provide vigorous and effective prosecution of crimes, juvenile delinquency and status offenses, child abuse/neglect, fish and wildlife offenses, traffic violations/offenses (and infractions as determined by the Courts), exclusion matters, and other appropriate civil or criminal offenses occurring within tribal jurisdiction. The Prosecutor's Office provides legal support to the Tribal Police Department, Nak-Nu-We-Sha (NNWS), State Child Protective Services (CPS), Probation, Youth Court Services Program, and other tribal regulatory and service providing programs in submitting, supporting, or presenting our cases in Tribal Court. Maintains contact with attorneys and other jurisdictions regarding tribal, state, and federal court matters affecting the Yakama Nation.

The Chief Prosecutor is expected to independently present and perform attorney functions in the Tribal and State Courts on behalf of the Yakama Nation. Administratively, the employee is responsible for establishing goals and objectives, budgets, monthly, quarterly and annual reports, staff supervision and development. The employee participates in meetings or projects relative to the Yakama Tribal justice system.

Examples of Work Performed:

- Yakama Nation represent in prosecution of adults committing criminal acts and juveniles committing delinquent acts within the tribal jurisdiction.
- Represent the Yakama Nation in civil actions involving child abuse/neglect, in civil ICWA proceedings.
- Draft notices of intervention and/or petitions to transfer which represents the best interests of the child(ren) and the tribe as provided under tribal and federal law.
- Represent the Yakama Nation in civil prosecution of traffic offenses, fish & wildlife offenses, exclusion matters, and other Titles under the RYC wherein the Yakama Nation is the plaintiff as allowed under RYC 3.01.29.
- Advise the Tribal Police, NNWS and CPS in investigation, evaluating evidence, case preparation and preparation of legal pleadings including; subpoenas, search warrants, arrest warrants, and pick up Orders/Detention Orders.
- Work with and refer cases as appropriate to the U.S. Attorney's Office for federal prosecution or the County Prosecutor for state prosecution of non-Indian offenders.
- Conduct all necessary case preparation before Tribal Court hearings and trials, including drafting and filing written complaints, motions, proposed orders, legal briefs, jury instructions, sentencing/release recommendations, and other legal documents as appropriate.
- Zealously argue and present cases as appropriate in Tribal Court and Tribal Court of Appeals.
- Train and consult with the Tribal Police and other agencies as appropriate regarding tribal justice and victimization issues.
- Assist in a variety of department operations; perform special projects and assignments as requested or directed by the Justice Services Administration Office, including code revisions.
- Present and explain key policy issues regarding tribal justice and victimization through written and/or oral reports to key stakeholders that include the JSA, Tribal Administration, and/or Tribal Council/General Council.
- Prepare and distribute education and outreach materials, which may include organizing and/or attending community events, forums, and trainings.

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- Ensures the availability of 24-hour legal support services to Tribal Police, CPS and ICWA agencies.
- Abide by Yakama Nation Rules and Regulations.

Knowledge, Skills and Abilities:

- Knowledge of standard court procedures, rules of evidence, and application of prosecutorial best practices for both civil and criminal cases.
- Knowledge of all relevant aspects of questions of law related to Federal, State and Tribal law as it relates to Indian Treaties, Indian Civil rights, Indian property, and Tribal sovereignty to determine its applicability.
- Knowledge of the Revised Law and Order Code of the Yakama Nation
- Knowledge of Yakama Nation administrative manuals (Yakama Nation Personnel Policy Manual, Supervisor's Handbook, etc.).
- Knowledge of effective administrative office management and supervision principles, practices and processes.
- Knowledge and application of Yakama Tribal governmental operations and applicability of Committee Actions, Tribal Council Resolutions, and General Council Resolutions.
- Knowledge of traditional Yakama Tribal laws and practices as they pertain to the Yakama Traditional hearings and Tribal Court practices.
- Ability to conduct legal research, evaluation of legal complexities concerning cases, and the analysis and preparation of cases, briefs, reports, resolutions, narratives, and testimony.
- Ability to demonstrate sufficient trial experience to be able to immediately try criminal cases before Tribal Court juries and benches.
- Ability to display a high degree of professionalism and mental ability to deal with a variety of emotions and/or frustrations in a fast-paced crisis-oriented work environment.
- Ability to communicate in writing or verbally in a timely, professional, and tactful manner and to resolve problems, handle conflict, and make effective supervisory and legal decisions under pressure.
- Ability to prepare and complete budgets, budget modifications, monthly, quarterly, and annual reports.
- Ability to learn and operate electronic case management systems, and proficiency using Word, Excel, Power Point, WebEx, Adobe, Isolved, D365, Karpel, and other software or internet based office system tools.

Minimum Requirements:

- Graduation from an accredited School of Law with a Juris Doctor degree and an must be an active member in good standing of the Washington State Bar and the Yakama Nation Tribal Courts and eligible to practice before the Courts of any other State of the United States.
- Possess five or more years of experience in professional legal work with an emphasis on prosecution services.
- Required to pass pre-employment drug test.
- Required to pass pre-employment background check.
- Must possess a valid Washington State Driver's License and the ability to obtain a Yakama Nation Driving Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.