

## **Assistant Prosecutor**

Prosecutor

Class Description #4202

Grade 13 Exempt

Revised 10/12/2021

### **GENERAL DESCRIPTION OF DUTIES**

Under the direction and supervision of the Prosecutor, the purpose of the position is to assist the Prosecutor with legal research, court appearances and to handle caseloads as assigned.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Prepare and file criminal complaints against individuals violating Tribal Law within the Menominee Tribal Court jurisdiction.

Appear as Assistant Prosecutor for the Menominee Indian Tribe in criminal matters within Menominee Tribal Court jurisdiction.

Prosecutes violations of traffic laws and other civil ordinance violations within the jurisdiction of the Menominee Tribal Court.

Appears as Assistant Prosecutor for the Menominee Indian Tribe in matters related to adopted Wisconsin Charters, 48, 51, 55 and 880.

Reviews police incident reports for perspective merit and refers such reports, where appropriate, to the proper authorities for further investigation.

Reviews police incident reports for perspective merit and refers such reports, where appropriate to the proper authorities for further investigation.

Assists and advises Tribal Police in obtaining search warrants and produces for the execution and return.

Interviews witness and prepare cases for tribal.

Presents information and testimony as necessary for sentencing hearings.

Provide legal advice and training to the Menominee Tribal Police Department as directed.

Confers with law enforcement officers concerning the progress of various investigations.

Assist, where appropriate, Federal Law Enforcement Agencies, Federal Prosecutors and other public criminal justice agencies.

Identify potential controversial cases/issues and inform and consult with the Prosecutor for direction.

Draft Legal documents as directed.

Perform legal research as directed.

Prepare written and oral reports as required.

## **ASSISTANT PROSECUTOR**

Present a competent, professional image as a representative of the Menominee Indian Tribe – Office of the Tribal Prosecutor.

Handle unruly, irate and unhappy people in a professional manner.

Assume Prosecutor duties in the absence of the Prosecutor.

Must possess the ability to analyze, assess and organize material orally and in writing.

Must have demonstrated good moral and ethical behavior.

Must maintain strict confidentiality.

Must adhere to the ABA Code of Professional Responsibility.

Perform related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Must have a Degree from an accredited school of Law, plus membership and good standing in any State Bar or the District of Columbia Bar and must become a member of the Wisconsin Bar within one (1) year of hire. Must be a member of the Menominee Tribal Court Bar within thirty (30) days of hire. Experience in working with Tribes and/or Tribal communities preferred. Must have an exemplary work history and provide letters of reference from current and immediate past supervisors. If no current or immediate past supervisor, must provide (3) letters of reference from judges or licensed attorneys. Must have demonstrated computer/software skills as evidenced by a testing process. Must have excellent writing and research skills as evidenced by a research and writing sample.

### **SPECIAL REQUIREMENTS**

**Must not have any felony convictions or misdemeanors of crimes of dishonesty.**

**Must not have any criminal warrants.**

**Must submit to a background check.**

**Candidates selected for hire will be subject to a drug test and employment will be contingent on results of said test.**

**Applicant must not have been terminated for cause from any position within the past year**

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to perform mid to upper level data analysis, including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place, and/or sequence of operations within an organizational framework. Requires ability to implement decisions based on such data, and overseeing the execution of these decisions.

**Human Interaction:** Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery, tools and/or materials used in performing essential functions.

## **ASSISTANT PROSECUTOR**

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

### **BEHAVIORAL EXPECTATIONS**

Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments within the Tribe in the spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.