

**SISSETON WAHPETON OYATE TRIBAL COURT  
TRIBAL PROSECUTOR**

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The Sisseton-Wahpeton Oyate of the Lake Traverse Indian Reservation is looking for an Attorney licensed to practice in the state and federal courts of South Dakota to serve as a full-time Tribal Prosecutor. The Prosecutor's Office is located within the Tribal Court at Sisseton-Wahpeton Oyate Tribal Headquarters in Agency Village, South Dakota.

**Applicants must be ready to immediately commence work as the Tribal Prosecutor upon hire.**

**JOB TITLE:** Full-time SWO Tribal Prosecutor

**SUPERVISOR:** Chief Judge of the Sisseton-Wahpeton Oyate Tribal Court

**EMPLOYMENT:** 8AM to 4:30PM Monday through Friday. The Prosecutor shall also be available after hours to Tribal Police, court staff and other Tribal persons or entities which regularly consult with the Tribal Prosecutor's Office, should the need arise.

**GENERAL DESCRIPTION:**

It is the duty of the Prosecutor, among others, to administer justice, and carries the responsibility that defendants are afforded procedural justice and that guilt is decided upon the basis of sufficient evidence as required by the law and prosecution of crimes that occur within the jurisdiction of the Lake Traverse Indian Reservation, as well as the prosecution of all juvenile cases including but not limited to child abuse, neglect, dependency, and unruly and delinquent cases.

**ESSENTIAL FUNCTIONS:**

1. Prosecute and charge individuals with criminal violations within the Sisseton-Wahpeton Oyate Tribal Court system, including appellate court and administrative proceedings. This includes, but is not limited to, Tribal members and any and all defendants charged pursuant to the Violence Against Women Act, Tribal provisions and/or the amended Indian Civil Rights Act, and prosecution pursuant to the Tribal Law and Order Act. May handle civil litigation and perform other duties as required.
2. Responsible for bringing involuntary civil commitment proceedings in mental health and chemical dependency addiction cases.
3. Review police records, medical examiner's files and reports on physical evidence.
4. Interview suspects, victims and witnesses.
5. Conduct legal research for precedents of actions or decisions in similar cases.
6. Analyze the facts and issues of cases.
7. Develop prosecution strategies.
8. Ability to file appropriate court documents, such as pleadings, answers, and motions on a timely basis, as well as attending pretrial hearings and conferences.

9. Perform administrative duties related to the Prosecutor's Office.
10. Maintain a working relationship with Tribal Council, Tribal Law Enforcement, neighboring law enforcement agencies, Tribal Programs and Tribal for-profit entities.
11. Upon the direction of the Tribal Council, be required to serve as a Special Assistant U.S. Attorney.

#### ADDITIONAL RESPONSIBILITIES MAY INCLUDE:

1. Receiving, directing, and resolving citizen complaints.
2. Coordinating some office functions with County departments and divisions.

#### KNOWLEDGE, SKILLS AND ABILITIES:

1. General office management practices and procedures of the Sisseton-Wahpeton Oyate.
2. Federal and Tribal statutes governing crimes, Indian Law and state law cases including but not limited to jurisdictional issues.
3. Basic bookkeeping and accounting methods.
4. Criminal and civil functions of Tribal law enforcement and its interrelationship with other jurisdictions' departments.
5. Interpersonal communication skills.
6. Computer operations and programs unique to civil document processing requirements.
7. Various computer applications including word processing, data entry, and spreadsheets.
8. Administrative procedures, legal processes associated with the maintenance of public records and documents, interpersonal communication skills.
9. Superior skills in writing, verbal communication, and legal research.
10. Ability to maintain cooperative relationships with those contacted in the course of work activities, distill relevant and useful elements from vast amounts of information.

#### QUALIFICATIONS:

1. Juris Doctorate Degree from an ABA accredited law school.
2. Bar licensure with the Sisseton-Wahpeton Oyate Tribal Court.
3. Bar licensure with State and Federal Courts.
4. At least one year of experience working as a Prosecutor, preferably with a Tribe.
5. Working knowledge of Sisseton-Wahpeton Oyate Tribal Codes and related federal, state, and Tribal laws, rules and regulations.

#### JOB REQUIREMENTS:

1. Pre-employment background check and drug-use screening test is required.
2. Must sign a Confidentiality Statement upon hire and adhere to policy.
3. Must have a valid driver's license.

#### APPLICATION PROCESS:

Applicants must submit a cover letter, resume, writing sample and a minimum of at least three professional references. All applicants may submit their information by mail, facsimile, email, or in person to:

Sisseton Wahpeton Oyate  
Human Resource Office  
12554 BIA HWY 711  
P.O. Box 509  
Agency Village, SD 57262

All qualified applicants will be subject to a background check and pre-employment drug screening.