

Job Opening Announcement

Job Title: Tribal Prosecutor

Job Vacancy #: RSIC 078-22

Department: Tribal Administrator

Job Status: Full-time; Exempt

Salary: Up to \$112,070.40 Yearly Salary

Opening date: 05/05/2022

Closing date: Open until filled

Position Summary:

Independently, with general oversight from the Tribal Administrator, review police reports or other investigatory sources and determines if a prosecution is appropriate. Prepare appropriate adult and juvenile cases for prosecution, and bring cases to trial or otherwise complete cases through a resolution process. Represent the Reno-Sparks Indian Colony (Colony) through all stages of prosecutions including post-conviction matters. Perform administrative tasks incidental to the position, including management and maintenance of prosecution case files and records. As assigned, prepare reports; conduct administrative investigations; and review investigations of citizen complaints. Serve as a liaison between the Colony and the community. Ensure a philosophy of community-oriented prosecution as an integral part of the Colony's law enforcement approach.

Duties and Responsibilities:

- Performs a variety of professional legal work; develops, prepares and presents cases requiring court and/or administrative tribunal appearances; trial and/or administrative tribunal and/or appellate work; represents the Colony in criminal or enforcement proceedings; and performs related work as required.
- Ensures the proper maintenance of prosecution records and compliance with Tribal, State, and National regulations and guidelines. Additionally, ensures all prosecution records comply with the guidelines regarding confidentiality and security of sensitive documents.
- Maintains close working relationships with Tribal Government agencies and departments, the community, judiciary, social organizations, including coordination with Federal, State, County, and local municipal law enforcement agencies.
- Coordinates closely with Tribal, County, and Federal Prosecutors to ensure adequate prosecution of cases.
- Other duties as assigned.

Minimum Qualifications:

- Equivalent to graduation from an ABA accredited law school. One year of experience equivalent to that of a Deputy District Attorney I in Washoe County in the assigned area of practice, or equivalent experience
- Licensed to practice law in good standing with the State Bar of Nevada or attorney bar of any other U.S. state. Possession of a valid driver's license.

- Knowledge of: (1) Laws, codes, and legal procedures relevant to the practice of law in the Reno-Sparks Indian Colony Tribal Court; (2) judicial and administrative procedures, rules of evidence, and the rules of procedure in adult and juvenile prosecutions; (3) the principles of constitutional law, criminal law, and criminal practice and procedure; and (4) legal research methods.
- Ability to: (1) Provide legal representation in adult and juvenile criminal legal matters and prosecution/litigation on an independent basis; (2) analyze facts and apply legal principles and precedents to specific cases; (3) develop legal issues and present clear and logical arguments and statements of fact and law; (4) communicate effectively both orally and in writing; exercise judgment and discretion; (5) perform legal research, including use of computer programs for legal research and word processing skills; (6) maintain effective working relationships with others, including interacting professionally and courteously; (7) effectively represent the Colony in contacts with the public, community organizations, law enforcement agencies, the legislature, and other government jurisdictions; and (8) understand the difference between role of prosecutor and policy maker.
- Ability to sit for extended periods. Ability to communicate clearly, both orally and in writing. Corrected hearing and vision to normal range. Ability to use office equipment including computer, telephones, calculators, copiers, and FAX.
- Must have full knowledge of tribal laws and ordinances of the Colony; have complete knowledge of jurisdictional laws, i.e., Federal, County, and State.
- Ability to effectively communicate with all levels of tribal, community, and other law enforcement agencies.
- Must be able to adapt and thrive within a widely diverse cultural setting
- Must be able to pass an annual physical and mental examination to be able to perform the duties of the position.
- Must be able to pass a civil and criminal background check.
- Indian preference applies.

PLEASE NOTE: Hiring preference will be given to qualified tribal members of Reno-Sparks Indian Colony followed by members of other federally recognized tribes. Must pass and comply with the HR Policy 164.905- PL101.630. The Reno-Sparks Indian Colony requires a designated candidate to successfully complete a pre-employment drug screen, criminal background check, and confirmation of professional references and certifications.