

CHER-AE HEIGHTS INDIAN COMMUNITY OF THE TRINIDAD RANCHERIA

Contract Work Description

Title:	Prosecutor
Department:	Tribal Court
Reports To:	Tribal Court Administrator
FLSA Status:	Contract, as needed
Prepared By:	Chief Judge
Prepared Date:	August 12, 2023
Approved By:	Chief Judge; CEO
Approved Date:	December 21, 2023

Work Summary:

The Prosecutor is responsible for representing the Tribe as requested in Tribal Court for matters within the jurisdiction of the Trinidad Rancheria Tribal Court, including Wellness Court. The Prosecutor will receive priorities and direction on cases in Tribal Court from Tribal Council, Tribal Administration, and respective Tribal departments, and zealously advocate the interests of the Tribe. The Prosecutor will participate in the Wellness Court team and related activities, and will likely interact with the county District Attorney and other county officials regarding cases potentially or actually diverted from county justice system.

This is grant funded, as needed contract work. It is anticipated to involve around 10 hours per month to start and may increase with additional court activity.

Essential Duties and Responsibilities:

- Providing legal support and guidance
- Finding ethical solutions to legal matters
- Participating in Wellness Court as a member of the Wellness Court team
- Communicating with Tribal departments to understand their legal concerns and needs to help provide them with essential pieces of advice
- Strategizing on how to resolve cases in a favorable and cost-effective manner
- Enlightening clients about legal options and making them know the possible outcomes or threats
- Developing ideal arguments and representing the Tribe in legal proceedings
- Building trustworthy relationships with Tribal departments
- Preparing legal documents such as dispositions and pleadings in a timely and accurate manner

Qualifications:

- Must possess a Juris Doctorate from an accredited law school

- Must be a member in good standing of the bar of any state; must become a member of the Trinidad Rancheria Tribal Bar within one month of the start of the contract term

Preferred Qualifications:

- Experience or knowledge of wellness courts or other treatment courts
- Experience and/or practice in the field of Indian law and demonstrated experience with the concepts of federal Indian law, tribal law, and principles of tribal sovereignty and jurisdiction
- Experience working in and with Native American communities and individuals
- Experience working with individuals with substance abuse issues
- The ideal candidate will have experience in a tribal justice system
- Outstanding interpersonal skills

Competencies:

To perform the work successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Physical Demands:

While performing the duties of this work, the contractor is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

The contractor must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this work include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.