



**HUALAPAI NATION  
JOB ANNOUNCEMENT  
OPEN COMPETITIVE**

**JOB TITLE : Juvenile/Family Tribal Prosecutor**  
**DEPARTMENT : Prosecutor's Office**  
**CLASSIFICATION : Full Time Exempt**  
**SALARY : Depending On Experience**  
**OPENING DATE : August 14, 2013**  
**CLOSING DATE : August 23, 2013**

**POSITION SUMMARY:**

The Juvenile/Family Tribal Prosecutor will represent the Hualapai Tribe in prosecuting all juvenile delinquency and other juvenile related cases and family cases involving children in the Tribal Court. The position is a grant funded position for a term of three years.

**ESSENTIAL FUNCTIONS:**

- \* Assist in the development of a Juvenile/Family Diversion Program that meets the requirements of Grant Funds received to fund this position.
- \* Prepare petitions/complaints for prosecution in both adult and juvenile cases.
- \* Propose and arrange diversion agreements as deemed appropriate.
- \* Interview witness(es), victim(s), complainant(s), and investigating/witness officer(s) in preparation of cases for trial or other hearings.
- \* Files or responds to necessary case related motions or pleas with the court.
- \* Thorough case management.
- \* Establish and maintain positive and collaborative working relationship with other tribal departments and the general public.
- \* Prepares and presents cases in tribal court (trial and appellate courts).
- \* Establish a database to monitor grant funded cases for reporting purposes.
- \* Establish protocols as deemed necessary.
- \* Establish memorandum(s) of agreement(s) with other tribal or entities as deemed necessary.
- \* Complete monthly and other reports as required by grant funding.
- \* Work directly with pre-trial services officer.
- \* Other duties as assigned by the Chief Prosecutor that falls within the parameters of the grant fund.

**MINIMUM REQUIREMENT/QUALIFICATIONS:**

- \* Legal experience in Tribal Courts for a minimum of 5 years, preferably as a tribal prosecutor
- \* Must have a High School diploma or GED.
- \* Knowledge of court procedures and all laws that are applicable on the Hualapai Indian Reservation
- \* Must have excellent verbal and written communication skills
- \* Bachelor of Arts Degree in Criminal Justice Administration or Juris Doctorate is preferred.
- \* Must be willing to attend and receive training related to the position
- \* Must possess a Valid Driver's license and be eligible for the tribe's insurance.

- \* Must submit to and pass a pre-employment drug/alcohol screening.

**HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**