



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE : Chief Tribal Prosecutor
DEPARTMENT : Judicial Services
OPENING DATE : July 14, 2017
CLOSING DATE : August 14, 2017
SALARY : Depending On Experience
CLASSIFICATION : Full Time Exempt

POSITION SUMMARY:

The Chief Tribal Prosecutor represents the Hualapai Tribe in prosecuting all criminal complaints in the Tribal Court.

ESSENTIAL FUNCTIONS:

- Regular attendance is essential.
- Prepares complaints for prosecution by filing complaints with the court clerk in both adult and juvenile cases.
- Interviews witnesses, victims, complainants, and arresting officers in preparation of cases.
- Files necessary case related motions or pleas with the court.
- Maintains a positive working relationship with general public and law enforcement.
- Obtains pertinent information from reluctant witnesses.
- Prepares and presents elements or facts of case to court.
- Completes quarterly and annual reports in accordance with Judicial Contract.
- Administers budget as needed.

MINIMUM REQUIREMENT/QUALIFICATIONS:

- High School or General Education Diploma, and at least two (2) years of court or law enforcement experience;
And/or
- Bachelor of Arts Degree in Criminal Justice Administration, Juris Doctorate is preferred.
- Knowledge of court procedures and all laws that are applicable on the Hualapai Indian Reservation, i.e., Indian Child Welfare act, Law and Order code, etc.
- Must have excellent verbal and written communication skills.
- Must be willing to attend and receive training related to the position.
- Must submit to and pass pre-employment and random drug/alcohol screenings.

- Must have a valid driver's license and/or pass a MVR check and be eligible for the Tribe's Insurance.
- Knowledge of Tribal, Arizona State, and Federal laws.
- Knowledge of Hualapai Tribe's Judicial policies, procedures, and rules of evidence.
- Knowledge of Tribal Court appellate procedures.
- Knowledge of case law appropriate to preparation, legal research techniques and practices.

HOW TO APPLY:

Submit completed Employment Applications to the Human Resources Department. P.O. Box 179, Peach Springs, Arizona, 86434 or call (928) 769-2216 and FAX (928) 769-1191 for information. To be considered for the job position, the Human Resource Department must receive a complete application by 4:30 p.m. on the *Closing Date*. A resume will not be accepted in lieu of a completed employment application. All employment applications and supporting documentation submitted becomes the property of the Human Resources department; **please keep a copy for your own reference.**

PREFERENCE:

Applications are considered without regard to age, sex, race, national origin, marital status, and physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-353, Section (7-2-71) and Public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER