Quileute Tribal Council
• QUILEUTE INDIAN TRIBE •
Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368

Quileute Tribe
Job Description

Assistant Tribal Prosecutor
(Part Time)

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-OR-

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Ensure your Application contains:
1. Quileute Tribal Application (REQUIRED)
2. Cover Letter (REQUIRED)
3. Resume (REQUIRED)
4. Tribal Enrollment Verification (REQUIRED)
5. Driver's License (REQUIRED)
6. Diploma/Transcripts(s) High School/GED, College (REQUIRED)
7. Certification(s) (REQUIRED)
8. Credentials (REQUIRED)
9. Writing Sample(s) (REQUIRED)

NOTE: Incomplete applications will not be considered.

Position: **Assistant Tribal Prosecutor**
Supervisor: Prosecutor
Location: Tribal Administration ****position allows to work remote****
Work Info: Part Time: 15-20 Hrs./Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Part Time Assistant Tribal Prosecutor is responsible for representing the Quileute Tribe in criminal, wellness, and dependency cases brought before the Quileute Tribal Court from initiation of the case through the exhaustion of all appeals at the discretion of the Tribal Prosecutor.

The Quileute Tribe is dedicated to fully exercising its sovereignty to prevent and reduce criminal activity and victimization on the Reservation through vigorous and effective investigation and prosecution of crimes combined with effective use of traditional healing and cultural services provided to victims and appropriate corrective action for offenders. The Part Time Assistant Tribal Prosecutor is a critical partner in advancing these goals while identifying and addressing associated threats to the political, social, and cultural integrity of the Tribe relating to tribal justice and victimization.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

Distinguishing Characteristics

- Prosecute criminal cases brought by law enforcement including representing the Tribe at arraignments, pre-trials, and trials as well as any appellate proceedings.
- Monitor offender compliance with sentencing orders and represent the Tribe in revocation proceedings.
- Represent the Quileute Indian Child Welfare Program in dependency proceedings, including initial hearings, fact-finding hearings, review hearings, and termination proceedings and also represent the Quileute Tribe in ICWA cases in state courts as determined on a case by case basis.
- Be prepared for trial or an adjudication hearing by interviewing all witnesses and making the determination of who shall testify in court and be responsible for doing legal research pertinent to each case.
- Prepare pleadings including motions for continuances, warrants, dismissal, probation revocation, criminal complaints, etc.
- Assist the police department with obtaining necessary ordinances, laws and interpretation thereof.
- Other duties as assigned.

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SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of the Quileute Law and Order Code, rules of criminal procedure and rules of family law procedures.

- Knowledge of criminal and family law, the Quileute Constitution, codes and ordinances, rules, precedents and relationships affecting jurisdiction on criminal court cases.
- Knowledge of state and federal law.
- A strong and abiding conviction in the right of Indian tribes to self-governance, their sovereignty and a desire to defend that sovereignty by supporting the institutions of tribal government, especially the tribal court.
- Knowledge of the Indian Civil Rights Act and all its provisions and have full understanding of due process.
- Respect for the culture and traditions of The Quileute Tribe.
- Must be able to follow directions and guidelines.
- Ability to display a high degree of professionalism while keeping difficult situations in proper perspective.
- Willing to work as a team player in all assignments.

WORK ENVIRONMENT:

Work performed mostly indoors in an office setting.

PHYSICAL DEMANDS:

Sitting for long periods of time.

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:

- Juris Doctorate degree and admission to the bar of at least one US State.
- Admission to the Quileute Tribal Bar or ability to do so within 14 days of hire.
- Have at least one years' experience in legal field.
- Must possess ability to demonstrate knowledge of Indian Law, especially related to jurisdictional issues in Indian Country.
- Trial experience and skills necessary.
- Must possess ability to understand, learn about, and appreciate the significant cultural uniqueness of the Quileute people and apply that knowledge to the representation of the Tribe in Tribal Court.
- Willingness to abide by confidentiality policies.
- Must be able to make difficult prosecutorial decisions, without bias or undue influence, to ensure that justice is served.
- Must be able to comply with the Tribe's Drug-Free Workplace policy.
- Be familiar with and capable of creating own legal documents and know how to utilize basic computer data-processing programs and procedures.
- Must successfully clear a criminal background and employment check.
- Must have a valid driver's license.

- Must have excellent written and verbal communication skills.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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