

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title: Tribal Prosecutor**

**Department: Legal Office**

**Hourly Rate: Negotiable DOQ**

**Full Time - 32 Hours**

**Exempt: No/Hourly**

**Supervisor: Lead Attorney**

Posting Date: In-House

Opens: June 29, 2020

Closes: July 6, 2020, at 4:30 pm

Posting Date: Public

Opens: July 7, 2020

Closes: Open Until Filled

**Posting Date: Public**

**Opens: June 28, 2021**

**Closes: Open Until Filled**

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**Application Requirements:**

- Must submit complete Bad River Tribal Application and Resume
  - Transcripts may be requested
  - 3 letters of recommendation
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**Summary:** The Tribal Prosecutor performs complex legal work, handling civil matters between the Tribe and individuals.

**Essential Duties and Responsibilities include the following.** Other duties may be assigned.

Provides advice and prepares formal legal documents on a wide range of problems dealing with complaints and citations filed in Tribal Court. Responsibilities range from interviewing conservation enforcement officers, law enforcement officers, and individuals; gathering and analyzing evidence in cases; to preparing and presenting evidence in Court.

A significant amount of responsibility is the analysis and evaluation of facts and evidence to apply them to individual cases and problems. **This analysis and evaluation require strong ethical skills** with the ability to fairly and impartially decide whether and how to prosecute, avoiding ethical lapses.

There is a significant caseload requiring the position to handle and prepare multiple cases for trial or plea. Managing the caseload requires prosecutors to mark deadlines for subpoenas and other court submissions, maintain contact information for witnesses, and track court dates.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Educational and/or Experience:**

**Required:**

2 years of supplementary course work in civil court procedures or related education.

Have passed the Bad River Tribal Court Bar Exam or ability to pass the Bad River Tribal Bar Exam within 1 year of employment.

**Preferred:**

An undergraduate degree with (2) years relevant experience; or a High School education with four (4) years relevant experience is preferred, which may include two years of experience working with a Tribal Government.

**Other Skills and Abilities:****Required:**

This is a required driver position. Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

Ability to maintain effective working relationships with Tribal employees, administrative and court officials, and the general public.

Ability to understand various cultures.

Proficient computer skills.

**Preferred:**

Knowledge of tribal civil ordinances.

Self-starter with strong research skills who can develop effective internal and external networks.

Ability to integrate effective court schedule, position funding, financial compliance requirements within an ongoing caseload process.

**Background Check:**

This position is contingent on the required ability to pass the background check required and to meet eligibility for Tribal Insurance.

**Language Skills:**

Excellent writing, speaking and interpersonal skills.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary work with some standing and walking required. Occasional lifting up to 25lbs.

**Working Environment:** The noise level in the work environment is usually moderate.

**Drug-Free Workplace Act in accordance with the Drug-Free Workplace Act of 1988 P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Note: Position is classified as a 50% tax exempt for qualified tribal members under Internal Revenue Code Sec. 7873-Tax Exemption for Income derived from treaty fishing rights-related activities.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)