



# MESCALERO APACHE TRIBE

## Job Announcement

<b>Position Title:</b>	<b>Assistant Prosecutor</b>	
<b>Department:</b>	<b>Prosecutor's Office</b>	
<b>Employment Status:</b>	<b>Exempt</b>	<b>Grade: NEGOTIABLE</b>
<b>Opening Date:</b>	<b>April 6, 2024</b>	<b>Closing Date: Open Until Filled</b>

### Job Summary

The Assistant Prosecutor is responsible for representing the Mescalero Apache Tribe in prosecuting individual's alleged to have violated provision of the Mescalero Tribal Code; in criminal cases brought before the Mescalero Apache Tribal Court. Supervision: works under the direction of the Chief Prosecutor.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### Duties and Responsibilities

- Reviews citation's, arrest warrants and other law enforcement documents and reports; interviews witnesses, gathers facts and data, determines if sufficient evidence exists to support the charges; conducts legal research, drafts complaints, motion and/or other legal proceedings; gathers and complies evidence; identifies and subpoenas witnesses, records and other information required to present a case in the court of law before Judge or other judiciary and jury.
- Provide legal advice and prepares legal opinion on a wide range of problems dealing with Criminal Cases which are filed through Tribal Court or Tribal Members.
- Must attend all required training and conferences.
- Performs other duties as assigned.

### Minimum Qualifications

- Must provide an accredited High School Diploma or Certificate of Completion GED.
- Must have an Associate Degree or higher in Criminal Justice or related field.
- Must have experience in Tribal Law or closely related field.
- Knowledge of the Mescalero Tribal Code, Mescalero Children's Code and Ordinances, traditional and customary Laws.
- Knowledge of criminal, civil and juvenile law.
- Knowledge of State and Federal Law
- Knowledge of (ICRA) Indian Civil Rights Act, and (ICWA) Indian Child Welfare Act.
- Skilled in Legal Research, legal terminology.
- Abilities in making recommendations, decisions on prosecution, communicate effectively and establish and maintain effective and cooperative working relationship with other departments of the Mescalero Apache Tribe, Tribal Members, Legal Advocates, Attorneys, Public Defenders, litigants, witnesses, and any other interested parties.
- Must have a valid NM Driver's License.
- Must have a reliable transportation.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must pass a Criminal Background check.

*Tribal preference and Native American Indian preference shall apply to all positions.*

## **Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of and sensitivity to tribal culture, customs, and traditions.
- Knowledge of litigation and criminal procedures.
- Knowledge of tribal, state and federal court procedures.
- Skill in effectively presenting material to the court, speaking clearly and providing excellent interpersonal and communication skills.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, analyzing and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Ability to conduct interviews with witnesses and complainants.
- Ability to understand concepts to tribal sovereignty and self-determination.
- Ability to respond to common inquiries or complaints from the general public, social service and government agencies, judges and other attorneys.
- Ability to work independently and meet strict time lines.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment and negotiate legal actions.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

## **Physical Demands**

While performing the duties of this job, the employee may be required to sit for prolonged periods, walk; stand; use hands for dexterity of motion; stoop, bend, kneel or crouch, and have normal auditory and verbal communications skills. The employee must occasionally lift and/or move up to 25 pounds.

## **Work Environment**

Work is generally performed in an office setting with a moderate noise level. Extended hours and irregular shifts may be required. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common.

The statements contained herein reflect the general detail 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.