

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406-675-2700
PERSONNEL OFFICE FAX: 406-226-2562
CSKT Website: csktribes.org
E-mail: sherry.dupuis@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Advocate Prosecutor (2 Positions Available)

LOCATION: Tribal Prosecutor's Office – Pablo, MT

SALARY: \$21.12 to \$24.28 per hour, plus benefits

CLOSING DATE: Thursday, June 13th, 2024 @ 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

This is a professional position for an advocate. The advocate's primary responsibilities involve representing the Confederated Salish and Kootenai Tribes and specific governmental departments in the Tribal Court. Skills and specialized training that promotes a trauma informed approach for addressing public safety issues and helps identify services to reduce involvement in the tribal criminal justice and social services system is beneficial. The advocate must be capable of independently evaluating information, preparing legal documents and presenting cases in the Tribal Court. The advocate works under the direct supervision of the Chief Criminal Prosecutor or the Managing Attorney. The Advocate may act as the legal advisor to Tribal Law Enforcement, Tribal Probation, Fish and Game or Tribal Social Services on matters handled by the Tribal Prosecutor's Office.

This work may include, but is not limited to:

- Represents the Tribes in criminal matters in the Tribal Court or alternative dispute resolution forums.
- Creating legal documents and pleadings, conduct legal research, and effectively communicate with legal professionals and other interested parties in criminal and civil matters handled through the Prosecutor's Office.
- Represents Tribal interests associated with the Tribal Prosecutor's Office which are routinely litigated in Tribal Court or Tribal Court alternative dispute forums.
- Communicating with federal, state and local governmental agencies and with private corporations, firms, or individuals when carrying out an authorized assignment, in conformity with practices necessary to properly conduct legal business, and testifying on behalf of the Tribes at such public hearings as may be deemed necessary to perform the duties assigned.
- Acting as Prosecuting Advocate on behalf of the Tribes in Tribal Court proceedings.
- Handling weekend probable cause determinations and emergency matters when On-Call, based on a rotating schedule with other attorneys or advocates in the office.
- Utilizing the Prosecutor's software case management system to track and update assigned cases.

- Providing technical assistance to Tribal Law Enforcement, Fish and Game, Tribal Probation and Tribal Social Services with regards to state, federal and local policies and regulations and the Tribal Law and Order Code.
- Perform all legal assignments designated by the Chief Criminal Prosecutor and Managing Attorney.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Requires specialized knowledge acquired through intensive academic preparation at college level and/or legal educational institution. A college degree is preferred, but extensive on the job experience and/or training may be substituted for educational requirements, if it can be shown that the individual has worked in the legal field for an extended length of time to gain comprehensive experience in the general work described.
- Must have knowledge of general legal principles, criminal law and procedures, court procedures, law enforcement procedures, Federal laws, Tribal Court and Indian Law.
- Must have knowledge of the social and cultural lifestyles of the Reservation community.
- Must have strong communication skills and the ability to effectively communicate with and make argument presentations before the Tribal Court forum.
- Ability to compose legal materials, conduct legal research, and have effective interview techniques.
- Ability to present cases in the Tribal Court form independently.
- Must possess a valid driver's license.
- Cannot have any criminal convictions, other than minor traffic infractions, where the imposition of jail time is a possible sentence.
- Tribal Member/Indian preference is utilized when hiring.

❖ FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal employment application (Resumes may be submitted but may not replace or supplement the official Tribal employment application).
2. Copies of relevant academic transcripts and/or training certificates.
3. Copy of a valid driver's license.
4. Proof of enrollment from a federally recognized Tribe, if other than CSKT.
5. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone 406-675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact – Maylinn Smith, Managing Attorney @ 675-2700 Ext. 1177.