



WAGANAKISING ODAWAK
LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS

ASSISTANT TRIBAL PROSECUTOR POSITION

The Little Traverse Bay Bands of Odawa Indians is accepting resumes for the position of Assistant Tribal Prosecutor. Please send all correspondence to tribalchair@ltbbodawa-nsn.gov or via fax at (231) 242-1411. Please call (231) 242-1418 with any questions.

DESCRIPTION:

The Assistant Tribal Prosecutor is responsible for prosecuting criminal, juvenile, and other cases in Tribal court and handling Indian child welfare cases in State court.

LOCATION: Petoskey, MI (Hybrid Format Option)

ESSENTIAL FUNCTIONS: (includes, but is not limited to, the following) 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.

- Attends Court, drafts court filings, and performs research for Child Welfare cases.
- Attends Court, drafts court filings, and performs research for Criminal cases.
- Attends Court, drafts court filings and performs research for Landlord/Tenant cases.
- Attends Court, drafts filings, and performs research for Treaty Enforcement cases.
- Attends Court, drafts filings, performs research, and enforces the Indian Child Welfare Act.

ADDITIONAL RESPONSIBILITIES: (includes, but is not limited to, the following)

- Maintains regular contact with Tribal officials.
- Maintains regular contact with Federal, State, Local, and Tribal law enforcement prosecutors.
- All other job-related duties as assigned.

CONTACTS:

Immediate peers, peers in other departments, subordinates, immediate supervisor/manager, executives, customers, Tribal officials, Tribal organizations, and Federal, State, Local, and Tribal law enforcement officials.

REQUIREMENTS:

Education: Bachelor's Degree and Juris Doctorate required.

Certification/License: Must be admitted to practice law in the State of Michigan. Copy of Bar Membership or Certificate of Good Standing. Will be required to undergo and successfully pass a background check. Must maintain a good moral character standing.

KNOWLEDGE/SKILLS/ABILITIES: Must have in-depth knowledge of Indian law and jurisdiction. Must be able to formulate sound decisions and use tact and discretion. Must have in-depth knowledge of Michigan, federal and tribal codes. Must be able to deal courteously and effectively with many different types of people. Must be able to handle multiple assignments simultaneously. Must be able to maintain tact and discretion. Must maintain confidentiality. Native American preference will apply.