

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Tribal Justice Intern
Department: Prosecutor's Office
Reports to: Tribal Prosecutor or designee
Salary Range: Level A11 (\$12.75/hr to \$17.79/hr)
Terms: Intern Position May – August 2024
Status: Non-Exempt
Opens: April 16, 2024
Closes: April 30, 2024

SUMMARY: The Tribal Justice Intern will work primarily within the Tribal Prosecutor's Office, but will be given opportunity to work with other departments in the Tribal Justice system, assisting with general office work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer and screen phone calls and route to the appropriate person
- Maintain active case files
- Scan documents to appropriate electronic files and file hard copy
- File motions and complaints with Tribal Court
- Type routine office correspondence
- Draft orders and motions for active cases
- Work within other Tribal Justice departments (Tribal Court, Human Services, Law Enforcement and Natural Resources)
- Scan and archive closed case files
- Make copies of missing closed case files
- Attend Tribal Court hearings with Tribal Prosecutor
- Maintain confidentiality of information
- Complete required trainings that allow work in Tribal Justice departments
- Attend approved meetings and events for Tribal Justice departments
- Attend LTBB cultural events as assigned
- Draft Victim Advocate correspondence and notices
- Greet and assist public visiting Prosecutor's Office
- Presentation to Tribal Council at the conclusion of Internship
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

High School Diploma with prior work experience required. First or second year college student with proof of enrollment, and work experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily.

- Knowledge required in the follow Microsoft programs: Excel, Publisher, PowerPoint and Word.
- Must have customer service skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license with a good driving record, reliable transportation, and be insurable for duration of employment. Will need a LTBB scientific collector's permit, which will be provided upon hire.

PHYSICAL DEMANDS:

The employee must occasionally lift and/or move up to 10 pounds.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation. Applicants will be asked to complete an essay as part of the application process. Applicants selected for interviews are asked to complete an essay question and bring to the interview. Essay must be typed and 500 words: **How can traditional Native American culture fit in the Justice system, and how can it benefit its citizens?**