YUROK TRIBE-JOB DESCRIPTION
Tribal Prosecutor

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Tribal Prosecutor</th>
<th>Job Grade</th>
<th>12</th>
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<tbody>
<tr>
<td>Department</td>
<td>Tribal Prosecutor’s Office</td>
<td>Location</td>
<td>Klamath</td>
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<tr>
<td>Reports To:</td>
<td>Executive Director</td>
<td>FLSA Status</td>
<td>Exempt</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range

$82,308.87-101,229.52

POSITION SUMMARY:

Under the general supervision of the Executive Director, the Tribal Prosecutor will represent the Yurok Tribe in the prosecution of civil and criminal code offenses committed within the jurisdiction of the Yurok Tribal Court. The Prosecutor will be responsible for analyzing information, preparing evidence, researching supporting documentation and presenting such documentation in tribal court. This position will work closely with police officers, victims and witnesses in order to prosecute and bring to trial criminal offenders. This position will perform administrative tasks such as issuing subpoenas and drafting case motions. The key attributes required for the prosecutor’s job are: critical thinking, analytical skills, problem solving and communication. The Tribal Prosecutor will also work with local, state, and federal judicial and law enforcement agencies in an effort to ensure proper support and adjudication of cases impacting the Missing and Murdered Indigenous Women epidemic.

DUTIES AND RESPONSIBILITIES:

1. Present witnesses, objects, photographs and other evidence of crimes by accused persons in tribal court.
2. Interview investigators, victims, and other witnesses to criminal activity.
3. Determine what charges to bring against an alleged criminal and what punishments to request.
4. Prepare forms, motions, proposed jury instructions, notices and other court documents.
5. Make, receive, and evaluate plea offers.
6. Produce documents and other information to defendants or their lawyers upon request and as required by law.
7. Explain process and reason for certain decisions to victims or their family members.
8. Work closely with police officers and court staff.
9. Liaising with criminal justice and law enforcement agencies.
10. Ensure that criminals and/or violators are punished fairly.
11. Screen possible criminals and/or violators.
12. Handle all aspects of the appeals process.
13. Prepare criminal cases for pre-trial and trial.
14. Attend legal trainings, conferences, and meetings as appropriate and necessary to serve the Tribe’s interest.
15. Participate as an active member of the Yurok Justice Advisory Board and Yurok Wellness Court Team.
16. Staff meetings with Yurok Tribal Police regarding ongoing investigations, evidence evaluation, and case preparation.
17. Demonstrate knowledge of Yurok Tribal Codes, State Criminal Codes, and Federal laws impacting the jurisdiction of the Yurok Tribal Court.
18. Litigation of matters before the Yurok Tribal Court.
19. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Provide advice, instruction and guidance to subordinates on work matters. Aid in the developmental and training needs of subordinates. Participate in recruitment and hiring of new staff.

MINIMUM QUALIFICATIONS:

- Must have computer knowledge sufficient to do legal research; ability to use the Internet and e-mail correspondence.
- No convictions for misdemeanor offenses within the last twelve (12) months, no previous felony convictions, or bar ethics violations or on-going ethical violations.
- No findings of a breach of bar ethics. Candidate must disclose if one has occurred or is pending review.
- Highly skilled, both orally and in writing.
- Must have transactional experience i.e., drafting of legal opinions and legislative drafting, etc.
- Experience in Administrative hearings, two (2) years preferred.
- Criminal law experience, post-conviction relief preferred.
- Indian law experience, Yurok Tribe preferred.
- Federal, State and local governmental experience.
- Juris Doctorate Degree from an accredited law school.
- Membership in Good Standing of the California State Bar.
- Criminal Law practice experience; tribal court preferred.

EDUCATION/EXPERIENCE:

Grade 12: Graduation from an accredited law school, 2 years’ experience in either State or Federal courts as a member of a State Bar, is a current member of good standing of the California Bar, and two years’ experience in criminal law hearings, experience in tribal or Yurok law. Must be a member of the Yurok Bar or be admitted within 6 months of employment.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. Must have a CDL and a clean driving record.

4. **THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES**

5. **LANGUAGE SKILLS:**
   Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

6. **REASONING ABILITY:**
   Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

7. **PHYSICAL DEMANDS:**
   While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

8. **VISION REQUIREMENTS:**
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ___________________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_____________________________   ___________________ ____________
Employee Signature          Date    Employee #
YUROK TRIBE-JOB DESCRIPTION
Tribal Prosecutor

__________________________________________  ______________
Supervisor Signature       Date