



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Prosecutor

Open Date:

July 11, 2018

Major Duties & Responsibilities

- Performs all phases of criminal prosecution of offenses committed in violation of the Spirit Lake Tribe Criminal Code within the jurisdiction of the Spirit Lake Tribe.
- Present and prosecute all criminal complaints in Tribal Court
- Review Police reports and charging documents for probable cause. Recommend prosecution or dismissal of cases and present appropriate plea agreements to the court and recommend appropriate sentences to the court for convicted offenders. Conduct all stages of trial in prosecution of criminal offenses. Prepare and argue or respond to appeals of criminal convictions before the Inter-Tribal Court of Appeals.
- Shall ensure that police execute Court orders, documents, services of process and other legal requirements.
- Shall supervise the gathering of evidence by Tribal law enforcement officers to ensure that each case is promptly and fairly presented. Initiate and/or assist in training tribal police officers in criminal and court procedures.
- Cooperate and coordinate services with local law enforcement officers. Participate in police ride-along after hours.
- Represent the Tribe in State Courts in cases in which the Tribe has intervened.
- Maintain and keep current criminal docket.
- Prepare reports summarizing criminal case activity on the reservation.
- Interact with Tribal members and Tribal agencies on matters related to criminal activity on the Reservation.
- Preserve and uphold the Spirit Lake Tribe Constitution and By-Laws, Law and Order Code, Tribal Jurisdiction, ordinances and resolutions and all applicable Federal laws.
- At times, be required to prosecute juvenile Offenders in Tribal Court. Work with Juvenile Intake Officer in preparing cases and presenting evidence on behalf of the Tribe in all hearings and proceedings conducted under the Spirit Lake Juvenile Code.

Qualifications, Experience and education required:

- Juris Doctorate Degree from an accredited law school.
- A Member in good standing with any state bar or federal court and licensed or eligible to practice in the State of North Dakota. Eligible for admission to practice in Tribal Court.
- Demonstrate competency in criminal procedure and trial advocacy.

- Must be of high moral character and integrity.
- Must be able to commit full-time to the prosecution services.

Job Role:	Prosecutor	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt		Closing Date:	Until Filled
Employment Status:	Full- time	Supervision	Tribal Council
Monthly Salary Range:	D.O.Q	Manages Others:	No
Number of Vacancies:	One	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0635	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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