



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Deputy Tribal Prosecutor II

OPEN: December 04, 2020

EXEMPT: Yes

SALARY: \$38.46- \$40.80 Per Grant

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

****GRANT ENDS 10/2022****

CLOSES: Until Filled

JOB CODE:

DIVISION: Policy

DEPARTMENT: ORA

SUPERVISOR: Legal Director

VACANCIES: 1

JOB SUMMARY: The Deputy Tribal Prosecutor works as the attorney within the Office of the Reservation Attorney (ORA) as the domestic violence (DV) prosecutor. The primary responsibility will be to prosecute DV cases and coordinate the planning and implementation of the Violence Against Women Act (VAWA) jurisdiction in Lummi Tribal Court. This prosecutor will coordinate with the stakeholders, including without limitation the Council, Chief Judge, Chief of Police, Victims of Crimes Program, Law and Justice Commission, and others. Once the procedures are established, this prosecutor will primarily prosecute DV cases and cases under the special VAWA jurisdiction allowing prosecution against non-tribal perpetrators. The position is currently paid under a 3-5 year federal grant and the position will continue when the grant expires. Job performance of the VAWA Deputy Tribal Prosecutor is evaluated by the Legal Director.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Plan with the ORA Legal Director and LIBC staff to coordinate an existing VAWA Task Force to identify the procedural requirement necessary to implement special VAWA jurisdiction in Lummi Tribal Court.
2. Responsible for coordinating a task force of VAWA stakeholders, including without limitation, Council, law enforcement, Victims of Crimes Office, defense attorneys, court staff, probation, and others.
3. Meet regularly with the VAWA Task Force members, assist with planning the agenda, insure meeting minutes are taken and maintained, plan for upcoming meetings, and insure all materials needed for each meeting are provided to the membership prior to meetings.
4. The duties may include representing the Lummi Nation in litigation matters in tribal, federal and state courts.
5. Create and maintain VAWA case files, documentation all actions taken toward obtaining VAWA jurisdiction, according to ORA standards and procedures and standard office practices.
6. Maintain thorough and accurate records to track grant funds and report to Legal Director.
7. Prepare monthly progress reports, and as directed.

8. Execute the necessary legal requirements to exercise VAWA jurisdiction and take the necessary steps to set up the process.
9. Create a jury pool system designed to include non-tribal jurors.
10. Draft Lummi Code of Laws to include requirements under VAWA jurisdiction.
11. Review and revise if necessary, the Lummi Nation Constitution in coordination with the Constitution Committee task force.
12. As a team player with the ORA Prosecutor Office, collaborate with the courts, investigators, Assistant United States Attorneys, defense attorneys, co-workers and others to prosecute cases.
13. Give training on the requirements to exercise VAWA jurisdiction to Lummi prosecutors, court staff, defense counsel, law enforcement and others to start up prosecution of the cases.
14. Responsible for the efficient and effective preparation of cases assigned.
15. Represent the Nation in tribal court and court of appeals for criminal and civil offenses under the restorative justice policy of the Lummi Nation.
16. Manage caseload which requires the thorough and timely preparation of cases for court.
17. Prepare cases by performing pretrial investigations of cases for trial, pleas and other dispositions.
18. Consult, interview, and prepare law enforcement, victims, and witnesses.
19. Consult and negotiate with public defenders, defense attorneys, and adversarial parties.
20. Properly prepare documents for court, such as charging instruments, pleas, sentence recommendations, discovery, and other documents.
21. Properly prepare, obtain, serve and review discovery.
22. Extensively document the case file with updates on the status of the case, actions taken, hearing results and other notation.
23. Work collaboratively with rehabilitative justice programs.
24. Prosecution may include, without limitation, felonies, misdemeanors, natural resources, forfeitures, exclusions, drug court, juvenile court, and other prosecution as assigned.
25. Prepare workload reports monthly and as directed.
26. Assist in community awareness concerning domestic violence legal issues.
27. Perform duties consistent with ethical standards to uphold justice under the Lummi Code of Laws and other prevailing standards.
28. Participate in professional development, including, without limitation continuing legal education required to maintain an attorney bar license and maintain job skills in Native American law, criminal law and procedure, and other relevant areas.
29. Cross train and assist other staff members with duties as directed.
30. Perform legal research and writing for court cases, and other documents.
31. Work collaboratively with support staff to obtain assistance on non-attorney work.
32. Draft and review resolutions, forms, policies, and procedures.
33. Maintain case and research files according to established office systems and follow general office and archival procedures.
34. Continue professional development, including continuing legal education, domestic violence training, litigation skills, and law impacting Indigenous communities.
35. Participate and volunteer in the Lummi Nation community to become familiar with the citizens, culture and traditions.
36. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduate of an accredited law school.
- Member in good standing of the Washington State Bar Association.
- Member of the Lummi Nation Tribal Court Bar in good standing or able to become a member within the first 30 days of employment.
- 5 years of active, relevant legal experience preferred.

- 3 years familiarity with Native American culture preferred.
- 3 years Native American law experience preferred.
- 3 years of courtroom experience litigating VAWA or domestic violence cases preferred.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of tribal, federal and state law pertaining to Native Americans required.
- Experience prosecuting VAWA cases.
- Knowledge and understanding of the Native American community and its people, including traditions and customs, and a willingness to learn about the Lummi community.
- Knowledge of complex inter-jurisdictional domestic violence issues.
- Possess litigation and trial skills.
- Excellent legal research skills and the ability to prepare legal memorandums, pleadings, and other documents per tribal, federal, and state court rules and laws.
- Excellent writing and oral communication skills.
- Ability to manage highly confidential information and ORA matters with professionalism, unquestionable integrity, and maintain strict confidences at all times.
- Excellent judgment and good decision making abilities.
- Proficient using Word, Excel, Outlook, Access, Full Court, PowerPoint.
- Ability to organize and maintain clear, concise and accurate records, and adhere to office policies and procedures.
- Ability to timely and fully prepare cases in advance of court appearances.
- Ability to use discretion and keep the Legal Director informed of high profile matters, and identify other matters requiring communication.
- Ability to work flexible hours and be dependable.
- Ability to work well with people in highly emotional and adversarial situations.
- Ability to speak clearly and intelligently.
- Ability to establish and maintain effective working relationships with Tribal officials, supervisor, coworkers, tribal members and the general public.
- Ability to work independently and as a cooperative team member.
- Ability to interact with the Lummi community during and/or after work hours is required.
- Ability to work with victims of crimes with the compassion to obtain cooperation.
- Ability to work well as part of a team.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- Must be trustworthy, dependable, and able to work flexible hours.
- Position is grant funded that will end on **October 2022**. If additional funding is received this position will need to be reviewed for grading purposes

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. **Submit LIBC application, cover letter, resume, writing sample & 2 reference letters. Include copies of degrees and bar memberships.** Mailing

Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.