

JOB OPENING ANNOUNCEMENT

Job Title: Chief Prosecutor

Report To: Attorney General

Department: Attorney General

Job Vacancy: YAN-23-041

Status: Full-Time; Exempt

Starting Wage: DOE

Open Date: 12/02/2024

Closing Date: 12/13/2024

POSITION DESCRIPTION:

The Chief Prosecutor is responsible for the executive and administrative control/supervision of the Prosecutor's Office within the Office of Attorney General. The Chief Prosecutor represents the Yavapai-Apache Nation in criminal, juvenile and child welfare proceedings in the Yavapai-Apache Nation Tribal Court. The Chief Prosecutor will perform the duties and responsibilities of the position in an ethical manner and assure that justice is upheld according to the laws and customs of the Yavapai-Apache Nation.

QUALIFICATIONS:

- Must possess a law degree from an ABA accredited law school (mandatory).
- Must be licensed to practice law in a jurisdiction in the United States and in good standing (mandatory).
- At least six (6) years substantial prosecutorial experience in tribal, federal, or state courts, including trials.
- Demonstrate a thorough knowledge of tribal, state, and federal law, rules of evidence and criminal procedure.
- Proven experience with difficult criminal cases involving complex factual and legal issues.
- Well-developed interpersonal skills and ability to supervise and train advocates fairly and effectively.
- Ability to maintain a high standard of professionalism and ensure that applicable codes and laws are applied fairly; strive to maintain and build the community's trust in the legitimacy and fairness of the criminal justice system.
- Ability to interact with individuals in highly emotional and adversarial situations.
- Strong investigative skills, instincts and techniques.
- Superior organizational skills and ability to handle significant number of active cases simultaneously.
- Demonstrated enthusiasm for the law and for public service.
- Excellent references from individuals with substantial personal knowledge of applicant's legal abilities (not related to applicant).
- Must have valid Arizona Driver's License, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Investigate alleged violations of the Yavapai-Apache Nation Criminal Code as submitted by the Yavapai-Apache Police Department and other law enforcement agencies. Exercise prosecutorial discretion and authority to prosecute criminal violations and, to the extent consistent with public interest and public policy, negotiate plea agreements.
- Work with the Nation's Department of Social Services in child welfare proceedings under the Nation's Children and Families Code.
- Direct, train, mentor and evaluate the performance of supervised advocates.
- Develop criminal justice, educational and outreach programs to increase the effectiveness of the Office of the Prosecutor.
- Seek out grant and other resources to assist the Office in carrying out its responsibilities.
- Train, assist and advise the Tribal Police in the prosecution of criminal cases including preservation of evidence, investigations, civil rights, and the preparation and execution of search and arrest warrants.
- Ensure that tribal criminal and related codes are current and amend codes as necessary.
- Work collaboratively with other tribal agencies, specifically Department of Social Services, Police Department, Probation, and Yavapai-Apache Wellness Court towards coordinated resolution of cases.
- Attend Continuing Legal Education seminars and trainings to maintain legal proficiencies and required licensing as authorized by the Attorney General.
- Attend bench/bar meetings and Wellness Court staffing meetings within the Yavapai-Apache Tribal Court and contribute to the development and continued growth of the Nation's judicial system.
- While protecting the sovereignty and jurisdiction of the Yavapai-Apache Nation, assist, coordinate and cooperate with local, state, and federal law enforcement authorities as needed regarding criminal investigations and prosecutions occurring within their respective jurisdictions.
- Ensure all applicable codes are applied consistently, effectively and fairly.
- Other duties as assigned by the Attorney General.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to manipulate, handle or operate objects, tools, or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

