

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
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JOB ANNOUNCEMENT

TITLE: ASSISTANT TRIBAL PROSECUTOR
DEPARTMENT: TRIBAL COURTS
SALARY: \$27.48 – \$30.78 G14 -15/ S1-3 (AFTER PROBATION, DOQ)
OPENS: October 24, 2022
CLOSES: November 18, 2022
CAREER STATUS: EXEMPT – UPON SUCCESSFUL PASSAGE OF SHOSHONE-BANNOCK TRIBAL BAR EXAMINATION. CONDITIONAL UPON SUCCESSFUL 90 DAY PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL STATEMENT

The Assistant Prosecutor investigates, compiles, and presents cases in the Shoshone-Bannock Tribal Court (“Tribal Court”) on behalf of the Shoshone-Bannock Tribes (“Tribes”). The caseload is mainly focused on criminal matters, but will include juvenile, child support, child protection, and other cases as assigned. The Assistant Prosecutor completes work in compliance with the Shoshone-Bannock Law and Order Code; Ordinances; Resolutions; and internal protocols, policies, and procedures.

SUPERVISION

The Assistant Prosecutor is under the direct supervision of and is evaluated by the Chief Prosecutor.

DUTIES AND RESPONSIBILITIES

- Maintain high ethical standards of conduct, representing the Shoshone-Bannock Tribes in a professional manner both in and out of Court. An employee found to be in contempt of court, or in violation of their sworn oath of office is subject to disciplinary action up to and including dismissal from employment.
- Must adhere to the Shoshone-Bannock Tribes’ Tribal Privacy Act and maintain the confidentiality of all protected information. Maintain confidentiality of all information processed through the Prosecutor’s Office. A breach of confidentiality will be subject to disciplinary action, up to dismissal from employment.

- Work closely with the Fort Hall Police Department, Tribal Fish & Game, and other law enforcement entities within the Fort Hall Reservation.
- Occasionally work with the Federal Bureau of Investigations on Tribal matters.
- Consult with Tribal law enforcement agencies and personnel to offer suggestions and assistance for improving and upgrading the services offered to the Reservation and its inhabitants.
- Consult with the United States Attorneys with regards to cases that are pending in both Tribal and Federal court.
- Work closely with other Tribal departments and programs that interact with the Tribal Court system, including Tribal Child Support Services Program and Tribal Social Services.
- Make periodic contacts with surrounding off-Reservation law enforcement and judicial departments to provide mutual transfer of suggestions and ideas to improve interdepartmental cooperation.
- Performance Standards shall include but not be limited to:
 - Be to work on time every day.
 - Provide quality customer service.
 - Establish and maintain effective working relationship with all job contacts.
 - Work independently with little supervision, including completing tasks in a timely manner.
 - Adapt quickly to change.
 - Project a professional attitude and appearance.
 - Understand and execute a variety of complex written and oral instructions.
 - Apply legal principles to individual cases and problems.
 - Prepare legal documents and correspondence.

Duties and responsibilities will include other activities and areas needed to carry out position functions.

QUALIFICATIONS

Minimum Qualifications (Grade 14):

- A Juris Doctor/Doctorate (JD) degree from an American Bar Association accredited law school;
OR
- A trained paralegal or person who has knowledge of Tribal, Federal, and State laws applicable on/to the Fort Hall Reservation.

Preferred Qualifications (Grade 15):

- Preference will be given to a person with a JD who is licensed by the Shoshone-Bannock Tribal Bar *and* a State Bar Association, has knowledge of Shoshone-Bannock people and languages, and who has knowledge of Tribal, Federal, and State laws applicable on/to the Fort Hall Reservation.

Applicants meeting the preferred qualifications will be given preference.

Additional Required/Minimum Qualifications:

Must be a member of the Shoshone-Bannock Tribal Bar Association or obtain this qualification within one year of hire date. The Tribes' Personnel Manual, Section 2-16, shall apply to this position if the chosen candidate is not a member of the Shoshone-Bannock Tribal Bar Association and the Introductory Probation period will remain in effect as outlined in the Personnel Manual.

Must possess a valid Driver's License and be insurable through the Tribes' insurance carrier.

Must have a working knowledge of courtroom rules and procedures.

Must be able to understand, interpret, and apply constitutional provisions, statutes, administrative regulations, ordinances, and precedents, including the Tribal Privacy Act.

Must have working knowledge of and an ability to perform legal research and factual investigations.

Must be able to pass a background check, including:

1. Must never have been convicted of a felony (a withheld judgement shall constitute a conviction); and
2. Must not have any misdemeanor convictions (a withheld judgement shall constitute a conviction) within the past year (12 months) in any jurisdiction; and
3. Must not have any criminal convictions in the Shoshone-Bannock Tribal Court; and
4. Must not have any pending criminal charges in any jurisdiction.

Must be computer literate with working knowledge of Microsoft programs.

Must have experience or training in oral and written communication and have the ability to properly structure sentences and produce professional correspondence and documents.

Must be willing to travel to attend trainings, seminars, and conferences that will increase knowledge and ability to complete duties and responsibilities.

Employment history must prove creditability and dependability.

Must be a self-starter and complete tasks in a timely manner.

Must be punctual and dependable.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes' Personnel Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.