



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** **Prosecutor – Prosecutor’s Office – (1) Full Time – Repost**

**Pay Level:** Negotiable

**Status:** Exempt -Biweekly Pay

**Range :** Negotiable

**Background Check:** Extensive

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Summary:** This position serves as the chief law enforcement officer responsible for the prosecution of violations of the Tribe’s Constitution, criminal laws, conservation laws, ordinances, regulations, and resolutions in Tribal Court. The incumbent acts independently, exercising his/her own prosecutorial discretion. Start date to be December 2024.

### **Employment Qualifications: Minimum Necessary Qualifications –**

A qualified candidate offers the following:

- J. D. Degree from an ABA accredited law school.
- A license to practice law in the State of Michigan.
- Previous litigation experience in a tribal court system.
- A minimum of three (3) years of litigation experience, prior criminal law experience is preferred.
- A demonstrated understanding of the ICWA and the MIFPA, prior experience in the child welfare system is preferred.

### **Duties and Responsibilities:**

1. Prosecutes violations of Tribal law in Tribal Courts.
2. Reviews all charges and complaints submitted to Prosecutor’s Office of violations of Tribal Law to determine what charges to bring and whom to charge.
3. Reviews all requests by law enforcement personnel for arrest and search warrants, determining if all tribal constitutional requirements are satisfied prior to authorization.
4. Serves as presenting officer in the Tribal Court on children/juvenile matters.
5. Represents the Tribe in ICW/Juvenile matters in state jurisdictions upon authorization.
6. Attends consultation and meetings with the MDHHS and other child welfare related meetings.
7. Establishes working relationships and protocols for coordinating criminal investigations, prosecutions, and law enforcement activities with Tribal, State and Federal agencies. Attends law enforcement related consultation and meetings with Tribal, State, and Federal agencies.
8. Supervises staff and activities of the Department; defines objectives, sets priorities and provides direction, reviews work product and staff performance, prepares and manages department budget.
9. Manages the Special Domestic Violence Criminal Jurisdiction grant ensuring completion of federal requirements to obtain SDVCJ.
10. Works closely with the Tribal Public Safety Department to improve delivery of law enforcement services.
11. Works closely with Tribal Courts to improve delivery of judicial services and assist the Court in case management and docket preparation.
12. Makes recommendations to the Tribal Council and Tribal Judiciary concerning the development of ordinances, regulations, and rules relating to criminal laws and procedures.
13. Maintains confidentiality in all aspects of work and complies with all applicable laws and procedures

14. Other position related duties as directed supervisory authority.

**Other Skill and Abilities:**

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong project management skills, strong presentation skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, the ability to work independently and manage multiple tasks, and a commitment to confidentiality.

**Supervisory Responsibilities:**

Direct supervision of legal staff. Responsible for interviewing, hiring, training, rewarding and disciplining of subordinates, in addition to planning, assigning and directing work.

**Physical Demands:**

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

**Working Environment:**

Work is performed in a climate-controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

**Application Instructions:**

**Obtain an application** form (fillable online) on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) (under "Employment" heading) or a copy of the position description by contacting Human Resources at:  
*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*Phone: (231) 398-6859; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) ATTN: HR*

**To apply:** Please submit completed application, and a copy of Tribal ID Front/back (if applicable); to:  
*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*Fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov).*

**Incomplete submissions will not be considered**

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

***For further information, please contact the LRBOI HR Department.***

**Posted: 09/03/2024**

**Removed: Until Filled**