



JOB DESCRIPTION

The Tulalip Tribes publicly announces that Native Preference to hiring shall apply to the Tulalip Tribal job opportunities

Job Title	Assistant Prosecuting Attorney	Division	Office of the Reservation Attorney
Department	Legal	BOD, CEO, COO, CAO	BOD
Location	6332 31st Ave NE Suite B, Tulalip, WA 98271	Travel Required:	Yes
Pay Grade/Rate	DOE	Position Type	Full Time
Background Tier	II	Classification	Exempt
Skills Testing Required	None	Safety Sensitive	No
Supervisor	Lead Prosecutor	Subordinate(s)	No

JOB SUMMARY

The Office of Reservation Attorney is hiring an Assistant Prosecuting Attorney who will primarily be responsible for the prosecution of misdemeanor and felony cases in the Tulalip Tribal Court. This position will coordinate with federal and state law enforcement and prosecutors on matters with concurrent jurisdiction. The successful candidate will be a dedicated and experienced criminal law practitioner. Indian preference applies.

ESSENTIAL JOB DUTIES

1. Prosecute cases in Tulalip Tribal Court.
2. Review police reports to make charging decisions, request additional information or investigation or declination of charges.
3. Meet with witnesses during investigatory stages and/or prior to hearings.
4. Prepare affidavits, search warrants, arrest warrants, legal memoranda, motions, court orders and other legal documents filed in court and research legal issues.
5. Negotiate case resolutions.
6. Provides legal advice, training and support to the Tulalip Police Department and other departments in the area of criminal law.
7. Drafts and revises Tribal Codes, in collaboration with other attorneys in the Office of Reservation Attorney (ORA) and with stakeholders, for the Tribal lawmaking body.
8. Conducts legal research concerning Tribal, Federal, and State law.
9. Works closely with ORA Victim Support staff.
10. Performs all other duties as deemed necessary.
11. Regular and satisfactory attendance and punctuality
12. Other related job duties as assigned.

MINIMUM REQUIRED EDUCATION

- Juris Doctorate degree from an accredited law school.

MINIMUM RELATED EXPERIENCE

- Three (3) years of criminal law experience

**REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES**

- Member of the Tulalip Tribes Bar (ability to obtain membership within six months of hire).
- Must be a member of the Washington State Bar association or be eligible for reciprocity.
- Must be 25 years of age or older.
- Employment is contingent upon successful completion of a pre-employment background check
- Must maintain all office records and adhere to the strictest confidentiality in accordance to the Washington State Bar standards
- Must pass a background check at the Tier II level.

THE IDEAL CANDIDATE WILL HAVE:

- Knowledge of criminal Tribal, Federal, State and local laws, regulations, codes and/or statutes.
- Experience working in drug courts or other alternative courts
- Experience working with tribal communities.
- Excellent communication skills, both verbal and written.
- Excellent trial skills
- Demonstrated ability to independently handle a felony caseload.

ABLE TO

- Prepare and review legal documents and correspondence with minimal supervision.
- Handle upset, angry, frustrated, and emotional clients, customers, or community members.
- Attend training as required.
- Demonstrate excellent communication skills both verbal and written.
- Evaluate department needs and carry them out with little or no supervision.
- Exhibit professional and ethical behavior at all times.
- Handle stressful and fast paced working environment.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.

PHYSICAL REQUIREMENTS

- Ability to sit, stand, and/or walk for extended periods.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Dexterity to operate personal computer, and to accomplish routine paperwork.
- Strength to lift objects weighing up to 25 – 50 lbs. occasionally.

How to Apply

- To apply, email a resume, writing sample, and cover letter to cyenafryberg@tulaliptribes-nsn.gov