



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Chief Prosecutor/Director		
<b>JOB GRADE:</b>	13/14	<b>REPORTS TO:</b>	Executive Director
<b>STATUS:</b>	Exempt	<b>LOCATION:</b>	Klamath/Eureka/Remote
<b>DEPARTMENT:</b>	Tribal Prosecutors Office	<b>DIVISION:</b>	Public Safety
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$94,099.20 - \$166,788.94		

### **POSITION SUMMARY:**

Under the general supervision of the Executive Director, the Chief Prosecutor will serve as the Director of the Office of the Tribal Prosecutor and will supervise the attorneys in the Office who represent the Yurok Tribe in the prosecution of civil and criminal code offenses committed within the jurisdiction of the Yurok Tribal Court. The Chief Prosecutor/Director will be responsible for the coordination of all activities as they relate to the creation, planning, organization, and implementation of the Office of the Tribal Prosecutor. This position will work closely with the Chief of Yurok Tribal Police, Tribal Courts, Public Relations, Yurok Tribe Environmental Department, District Attorneys, local Tribes, and other relevant departments and agencies. The Chief Prosecutor/Director will also work with local, state, and federal judicial and law enforcement agencies to ensure proper support and adjudication of cases impacting the Missing and Murdered Indigenous Persons epidemic, as well as oversee and implement policy initiatives relevant to this goal. The Chief Prosecutor/Director will supervise the implementation of Special Domestic Violence Criminal Jurisdiction pursuant to the Violence Against Women Act.

### **DUTIES AND RESPONSIBILITIES:**

1. Coordinate and develop funding to support the staff needs of the department.
2. Continue to build the infrastructure of a legal office and expand resources and services.
3. Oversee the professional development of attorneys and staff, ensure compliance with Continuing Legal Education and licensing requirements.
4. Prepare cases and supervise the preparation of cases in Tribal court.
5. Oversee and conduct interviews with investigators, victims, and other witnesses to criminal activity.
6. Develop case files and investigation for Missing and Murdered Indigenous Person cases, oversee investigator.
7. Determine what charges to bring against an alleged criminal and what punishments to request, support the police in their investigations and referrals for state criminal cases.
8. Prepare forms, motions, proposed jury instructions, notices and other court documents.
9. Make, receive, and evaluate plea offers.
10. Implement a system of discovery to deliver documents and other information to defendants or their counsel on request or per governing statute.
11. Explain process and reason for certain decisions to victims or their family members.
12. Work closely with police officers and court staff, develop training and best practices for police investigation, work with police on report writing and crisis intervention policies.
13. Liaising with criminal justice and law enforcement agencies, District Attorneys, and justice partners
14. Screen possible criminals and/or violators.
15. Handle all aspects of the appeals process.
16. Prepare and supervise criminal cases for pre-trial and trial.
17. Develop community roundtable groups as appropriate to build coalitions and pool resources in the local Tribal justice space.
18. Manage, draft, and present annual budget, work on ensuring funding in perpetuity.
19. Implement a case management system that will allow for data tracking and gathering of statistics to assist in future capacity building and funding solicitations.
20. Attend legal trainings, conferences, and meetings as appropriate and necessary to serve the Tribe's interest.

21. Supervise the implementation of Special Domestic Violence Criminal Jurisdiction and subsequent prosecutions.
22. Participate as an active member of the Yurok Justice Advisory Board and Yurok Wellness Court Team.
23. Staff meetings with Yurok Tribal Police regarding ongoing investigations, evidence evaluation, and case preparation.
24. Demonstrate knowledge of Yurok Tribal Codes, State Criminal Codes, and Federal laws impacting the jurisdiction of the Yurok Tribal Court.
25. Litigation of matters before the Yurok Tribal Court.
26. Performs other related duties as assigned.

**EDUCATION/EXPERIENCE:**

1. G13: Graduation from an accredited law school, 4 years' experience in either State or Federal courts as a member of a State Bar, is a current member of good standing of the California Bar, and three years' experience in criminal law hearings, experience in tribal or Yurok law. Must become a member of the Yurok bar within 6 months of employment.
2. G14: Graduation from an accredited law school, 5 years' experience in either State or Federal courts as a member of a State Bar, is a current member of good standing of the California Bar, and three years' experience in criminal law hearings, experience in tribal or Yurok law. Must become a member of the Yurok bar within 6 months of employment.
3. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.

**MINIMUM QUALIFICATIONS:**

1. Must have computer knowledge sufficient to do legal research; ability to use the Internet and e-mail correspondence.
2. No convictions for misdemeanor offenses within the last twelve (12) months, no previous felony convictions, or bar ethics violations or on-going ethical violations.
3. No findings of a breach of bar ethics. Candidate must disclose if one has occurred or is pending review.
4. Highly skilled, both orally and in writing.
5. Criminal law experience, a minimum of 3 years of jury trial and courtroom practice
6. Indian law experience, Yurok Tribe preferred.
7. Federal, State and local governmental experience.
8. Juris Doctorate Degree from an accredited law school.
9. Membership in Good Standing of the California State Bar.
10. Must have well developed writing skills and be willing to prepare grant applications for supplemental funding for program activities.
11. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**SUPERVISORY RESPONSIBILITIES:**

Performs the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work and administrative matters. Effects minor disciplinary actions and determines developmental training needs of employees.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence

Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.

**WORK ENVIRONMENT:**

The work environment temperature can fluctuate between 40-90 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities. There are many distractions, and the noise level can escalate.

**LANGUAGE SKILLS:**

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods of standing and constant movement. The employee must lift and/or move up to 50 pounds often.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description and understand the requirements. This job description's duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This "at will" relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date