



## EMPLOYMENT OPPORTUNITIES

**Job Title: Prosecutor I – Deputy Community Prosecutor**

**Closing Date: Open Until Filled**

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

---

Job Number: 25-167

Job Type: Full-Time Regular

Department: Office of the Prosecutor

City: Sacaton, AZ

Location: 151 S. Bluebird Road

Area of Interest: Legal

Salary/ Hourly Rate: \$82,522.50 - \$144,522.50 / Salary

### DISTINGUISHING FEATURES OF THE CLASS:

The Prosecutor I – Deputy Community Prosecutor is responsible for representing the Gila River Indian Community in the litigation of criminal complaints, civil petitions, and juvenile offender matters in Community Courts as plaintiff or petitioner, which may include legal research and writing. The incumbent must be familiar with professional responsibilities as an Attorney, which include ethically prosecuting criminal cases for the Office of the Prosecutor.

### ESSENTIAL FUNCTIONS:

- Conduct legal research, analysis, and document production as it relates to the litigation of criminal and civil cases in the Community Courts; Compose memoranda's and pleadings regarding legal issues of concern for assigned cases; Draft legal pleadings for submittal to the Community courts.
- Represent on behalf of the Community in court for arraignments/initial hearings, pretrial/status conferences, review and evidentiary hearings, and trials/adjudications in which the Community is the plaintiff or petitioner.
- Maintain case files, calendars, and database for criminal and civil cases.
- Assist in the development, revision, and codification of the Community's laws, resolution, and ordinances.
- Negotiate the just resolution of assigned cases and complies with victim rights.
- Conducts trials and presents oral arguments as needed in court, which includes discussing, and presenting analysis of legal issues.
- Gather and analyze evidence in criminal and civil cases, which may include interviewing witnesses regarding facts as needed in the prosecution of the cases; Research and analyze legal issues using both computerized legal research and hard copy tools.
- Perform other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of city, state, tribal, and federal laws which relate to the criminal prosecution of suspects.
- Knowledge of criminal law, procedures, and appellate processes.
- Knowledge of criminal case preparation and litigation.
- Knowledge of and experience in application of the principles of jurisprudence and legal analysis.
- Knowledge of Federal Indian Law.

- Ability to comply with all rules regulating professional responsibility including specific regulations addressing the prosecutorial function.
- Ability to maintain professional relationships with victims, witnesses, law enforcement agencies, and members of the community.
- Ability to work independently and in intensive concert with others.
- Ability to clearly and succinctly articulate ideas and logical analysis orally and in writing.
- Ability to maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

**REQUIRED EDUCATION AND EXPERIENCE:**

Juris Doctorate degree from an accredited school of law by the American Bar Association and current membership in good standing with the State Bar of Arizona.

**ADDITIONAL REQUIREMENTS:**

- Submission of an acceptable legal writing sample (5-10 pages).
- Preference for attorney with specialized experience in Federal Indian Law.
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.

Non-Supervisory, Salaried Position  
Reports to Chief Prosecutor or designee

**BENEFITS:**

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

---

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.**

Preference for Community Members (with proof of enrollment)  
 Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)  
 Preference point for Spouse of Community Member (with proof of spouse enrollment)  
 Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: **[www.gilariver.org](http://www.gilariver.org)**