

Pawnee Nation of Oklahoma
Tribal Court
POSITION DESCRIPTION

Title: Prosecutor

GENERAL RESPONSIBILITY: The Prosecutor is responsible for carrying out faithfully the duties of this office to the best of his/her ability, and to cooperate, promote and protect the best interests of the Pawnee Nation of Oklahoma. The Prosecutor is primarily responsible for the prosecution of all criminal, civil and child welfare cases arising within the jurisdiction of the Pawnee Nation. Compensation is \$450.00 per meeting.

SPECIFIC DUTIES:

1. Will prosecute for all offenses against the Pawnee Nation originating within the jurisdiction of the courts of the Pawnee Nation.
2. Prosecute or defend, for the Pawnee Nation, all criminal actions, suits, or proceedings in which the Pawnee Nation is concerned.
3. Prosecute all child welfare cases pursuant to the Indian Child Welfare Act of 1978 (82 Stat. 3069, 25 U.S.C. 1901-52), as may arise in court.
4. Provide legal and technical assistance on questions of law and procedure to law enforcement and child welfare workers.
5. Coordinate investigations pertaining to criminal complaints and incidents arising or occurring within the jurisdiction of the Courts of the Pawnee Nation; including cases of alleged child abuse and neglect.
6. Preparation of the necessary legal documents for legal proceedings.
7. Perform the normal duties incident to the orderly administration of justice associated with the prosecution of cases.
8. Make such reports as the Attorney General may direct.

EXPERIENCE AND SKILLS:

The Prosecutor shall be a member in good standing of any State Bar Association or an Indian graduate of any American Bar Association approved law school.