

## Fort Belknap Indian Community

<b>Position:</b>	Prosecutor Assistant	<b>Status:</b>	FT/Non-Exempt
<b>Department:</b>	FBIC Prosecutor's Office	<b>Supervisor:</b>	Prosecutor
<b>Supervision Exercised:</b>	None	<b>Wage:</b>	\$19.00

### **Position Description:**

This position will provide basic support services for the Prosecutor's Office such as answering phones, taking/delivering messages, typing and proofreading pleadings and correspondence, preparing and disseminating discovery materials, researching legal issues as necessary, typing requisitions for equipment and supplies, and opening, maintaining and closing files.

### **Essential Duties and Responsibilities:**

The list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:

- Local travel to Courts, Police Department, Property & Supply, and Tribal Office as necessary to pick up and deliver paperwork and supplies
- Coordinate services with other programs such as Domestic Violence Program, CDC, Housing, Courts, Federal Bureau of Investigation, and outside law enforcement agencies;
- Make travel arrangements and submit travel requests and travel claims
- Collect and enter data for entry

### **Knowledge, Skills, Certifications and Abilities:**

- Ability to communicate effectively both verbally and in writing
- Ability to prioritize required duties
- Ability to operate personal computer, including word processing, database applications, operation of the internet, and basic internet research skills
- Knowledge of procurement process, including submission of requisitions and travel claims with all required documents
- Ability to work effectively with people, both internally and externally, from diverse, cultural, social and educational backgrounds
- Ability to maintain confidentiality
- Ability to remain calm and respond professionally during high-pressured situations or crisis calls
- Ability to utilize active listening skills

- Ability to remain non-judgmental

### **Minimum Education Requirements**

Must have a high school diploma or equivalent. Some college preferred in criminal justice or related field

### **Employment Requirements**

- Must be an enrolled member of a federally recognized Indian Tribe
- Must have excellent typing skills
- Must have never been convicted of a felony crime
- Must have never been convicted of a misdemeanor crime within (1) year period immediately before employment offer
- Must successfully pass a pre-employment drug and alcohol screening test and be able to pass a background check
- Experience working with the criminal justice system or court system is preferred

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, including lifting up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

**IMMIGRATION REFORM AND CONTROL ACT:** Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicant will be asked to produce documentation.

*Indian Preference Employer as Required by Law*