

Fort Belknap Indian Community
656 Agency Main Street
Harlem, MT 59526

Position: Presenting Officer
(Chief Prosecutor)

Status: Regular/Full-Time

Department: Tribal Court

Supervisor: Chief Administrative Officer

Supervision Exercised: General

Wage: DOE

Supervision Received: Incumbent will work under the direct supervision of the Chief Administrative Officer.

Supervision Exercised: Will provide direct supervisory management to assigned staff.

Position Summary: Incumbent shall serve as the Chief Prosecutor for the Fort Belknap Tribes and shall perform duties as mandated in the Fort Belknap Tribal Law and Order Code. The Chief Prosecutor shall review and draft criminal complaints for legal sufficiency and shall represent the Fort Belknap Tribes in criminal matters before the Court. The Chief Prosecutor shall and provide legal representation on petitions brought in the name of FBIC by the Juvenile Court, mental health, Child Protection Services and Adult Protection Services. Shall represent the interests of the Fort Belknap Indian Community in prosecuting individuals to have violated provisions of the Fort Belknap Tribal Law and Order Code as appropriate and within legal boundaries.

Essential Duties and Responsibilities:

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

- Shall be responsible for reviewing and receiving criminal complaints from the public and law enforcement. The incumbent also reviews petitions brought by Child Protective Services.
- Prosecute the more complex criminal trials and assist the Prosecutor on less complex cases.
- Make appropriate recommendations for sentencing and conditions of bond including making appropriate recommendations on behalf of Child Protection Services.
- May enter into pleas negotiations with defense attorney/advocates and/or defendants for approval by the Court.
- Must be capable of proper case presentation in the courtroom, knowledgeable of courtroom procedure, conducting proper direct, cross examination, admission of evidence and must possess knowledge and skill with respect to Rules of Evidence, Criminal Procedure, Civil Procedure, including knowledge of the Code of Justice in the representation of the Fort Belknap Indian Community in criminal cases, Child Protection

Services, mental health commitments and contested proceedings brought in Family Court.

- Prepares and follows through cases that have been appealed to the Appellate Court of the Fort Belknap Tribal Court of which the Prosecutor's Office represented the criminal action, or tribal entity in the lower court proceedings.
- Ensure law enforcement compliance with execution of court orders, warrants, subpoenas, investigations, and any other matter(s) involving law enforcement cooperation with the tribal judicial system.
- Required to work with tribal programs seeking judicial remedy(s) in the execution of their job duties and responsibilities including, but not limited to, Juvenile Court contested proceedings if such assistance is requested, Child Protection Services, mental health, Adult Protection Services, including providing representation on petitions requesting protection orders for the purposes of protection against the threat of imminent harm or physical injury.
- Promote, enhance and develop working relationships with other tribal, state, and federal agencies to promote law enforcement activities within the exterior boundaries of the Fort Belknap Indian Reservation.
- Adequately represent the interests of the Fort Belknap Indian Community in other judicial forums, if the need arises.
- Make appropriate recommendations to the Tribal Government for adopting, amending, or rescinding the Fort Belknap Tribal Law and Order Code for the overall benefit of the Fort Belknap Indian Community.
- May be required to provide training to court personnel, law enforcement, tribal entities and the general public on matters that involve the judicial system.
- Shall perform other duties as required by law.
- Performs other duties that can be reasonably expected to promote the efficiency, effectiveness and well-being of the Fort Belknap Indian Community Tribal Court.

Knowledge, Skills, Certifications, and Abilities:

- Knowledge of the Fort Belknap Indian Community, federal, state, and local laws and regulations, traffic and civil codes.
- Knowledge and understanding of courtroom procedures.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in making intelligent and effective decisions in routine and emergency situations.
- Skills in communicating efficiently and effectively both verbally and in writing.
- Skills in mathematics to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, including ability to compute rate, ratio, and percent and draw and interpret bar graphs.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in legal mathematical or diagram for and deal with several abstract and concrete variables.
- Ability to maintain confidences and professionalism required of the position.

- Ability to apply laws to facts and decide cases in fair and reasonable manner.
- Must have excellent written and oral communication skills, with experience in writing a variety of court related documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.
- Ability to communicate verbally and in writing.
- Ability to travel, work extended hours, and various work schedules.
- Ability to respond to community issues and concerns with a high level of sensitivity.
- Ability to rapidly adjust to varying work schedules and psychological and physical stress of work.

Education:

- Bachelor's Degree in Political Science or related subject and/or three (3) years' experience working in a Tribal or other Judicial System.

Special Conditions:

- Will be subject to and must comply with the Fort Belknap Community Council Substance Abuse and Prevention, Drug and Alcohol testing policy prior to and during employment.
- Must be able to pass an adjudicated background check prior to hire.
- Must be in good standing in front of any Court.
- Be at least twenty-one (21) years of age at time of hire.
- Must never have been charged with a felony or any criminal misdemeanor, involving potential jail sentence, within the last three (3) years in any jurisdiction.
- Have not received a dishonorable discharge from the Armed Forces of the United States.
- Have not been removed or disbarred from a court of any jurisdiction.
- Have successfully completed and examination covering the Constitution and By-Laws, Corporate Charter, Laws of the Fort Belknap Indian Community, the Judicial system, and law enforcement within 3 months of being hired.
- Must possess a valid driver's license or obtain one within three (3) months of being hired if a license is from another state.
- Must not have DUIs or major traffic offenses within the past three (3) years in any jurisdiction and be insurable by the FBIC Insurance Master Plan.
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Note:

The salary for this position depends on experience but is not negotiable beyond the maximum salary budgeted.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a

contract for employment and are subject to change at the discretion of the employer. 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.

IMMIGRATION REFORM AND CONROL ACT. Requires all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

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Indian Preference Employer as Required by Law

Revised: 5/22/2025

Approved: