



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 102-23**

**OPENING DATE: 06/01/2023**

**CLOSING DATE: 06/30/2023**

**POSTED: IN/OUT**

**POSITION:** Assistant Tribal Prosecutor  
**PAY GRADE:** E10 (\$32.09/hr.-46.53/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Part-Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Prosecutor  
**REPORTS TO:** Prosecutor  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Presents criminal complaints and prosecutes individuals accused of violating civil and/or criminal laws. Serves as presenting officer in persons at risk cases.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Represents the Pueblo of Isleta as plaintiff in actions based on violations of the POI laws, ordinance, resolutions and other legal directives as they apply.
- Utilizes a plea bargaining process that will protect the interests of both the pueblo and the victims of crime. Ensures a balanced criminal justice system.
- Receives, reviews and screens complaints to determine whether formal criminal proceedings should be initiated.
- Interviews clients, gathers evidence, and analyzes pertinent information in civil, criminal, and other cases to formulate and prepare for legal action.
- Conducts research, interviews clients, and witnesses and handles other details in preparation for trial.
- Litigates bench and jury trials; represent tribal government in appeals from Tribal Court and ensures that a legal record of proceedings is created.
- Works in cooperation with the Isleta Police Department.

- Maintains extensive contact with the public and community service providers; works with juvenile and social service agencies the prevention and intervention of juvenile delinquency, and child abuse or neglect.
- Reviews cases for arraignments, pre-trial conferences, or probation violation hearings by reviewing reports and plea offers for legal sufficiency, preparing amendments or allegations, reviewing defendant's prior criminal histories, contacting victims and gathering input for possible plea offers.
- Initiates charges against civil, criminal and probation violations on behalf of the Pueblo of Isleta.
- Reviews judgment and sentencing orders, performs research and writes legal briefs; prepares and files charges with the tribal court; ensures proper service of summons.
- Attends arraignments and pre-trial conferences and negotiates plea agreements with attorneys and defendants.
- Keeps abreast of new laws, cases and legal challenges that may affect pending or future case prosecution and advises tribal police of challenges.
- Cooperates with tribal, state, and federal officials in prevention and adjudication of criminal cases while upholding tribal sovereignty.
- Conducts research, writes documents, files legal documents in the appropriate court, and presents oral arguments in court.
- Reviews and evaluates regulations, internal controls, and policies, and makes recommendations concerning same to the Governor and Tribal Council.
- Maintains professional knowledge by conducting research, attending seminars educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Juris Doctor from an accredited law school.
- License to practice in New Mexico or other State.
- A member in good standing of New Mexico state bar or other state bar.
- Indian Law Certification (ILC) from a recognized Indian law program preferred.
- Ability to speak Tiwa language preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of and sensitivity to Isleta culture, customs, and traditions.
- Knowledge of litigation and criminal procedures.
- Knowledge of trial, state and federal court procedures.

- Skill in effectively presenting material to the court, speaking clearly and providing excellent interpersonal and communication skills.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, analyzing and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Ability to conduct interviews with witnesses and complainants.
- Ability to understand concepts to tribal sovereignty and self-determination.
- Ability to respond to common inquiries or complaints from the general public, social service and government agencies, judges and other attorneys.
- Ability to work independently and meet strict time lines.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment and negotiate legal actions.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office or courtroom environment.
- Noise level is usually minimal.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.