

**KICKAPOO TRIBE IN KANSAS  
JOB DESCRIPTION**

**Title:** Tribal Prosecutor

**Department:** Government

**Definition:**

To undertake all duties and functions otherwise authorized by law, or necessary and proper to the exercise of a duty or function authorized by law. The prosecutor conducts prosecution in the Kickapoo Nation Tribal Court proceedings on behalf of the Kickapoo Tribe in Kansas. Employment is subject to the approval of the Kickapoo Supreme Court, and through the Kickapoo Tribal Council.

**Duties and Responsibilities:**

Gathers and analyzes evidence in case and reviews pertinent decisions, policies, regulation, and other legal matters pertaining to case.

Presents evidence against accused to the Kickapoo Tribal Court.

Appears against accused in court of law and presents evidence before the Tribal Judge or other judiciary and jury.

Review, process and prosecute all children in need of care cases for Indian children.

Review and determine whether to accept or reject the transfer of jurisdiction over an Indian child.

Review and determine whether to refer possible child abuse cases involving Indian children to appropriate state or county officials.

Prosecute civil/criminal cases in Kickapoo Nation Tribal Court for protection of the Kickapoo Nation as directed by the Kickapoo Nation Tribal Council.

Facilitate the transfer of civil legal matters involving tribal members from state or federal jurisdiction to Kickapoo Nation Tribal Court.

Review and determine whether the Kickapoo Nation Social Services should intervene in an Indian child custody proceeding.

Review Kickapoo Nation Tribal Code provisions and make recommendations to the Tribal Council for any needed changes.

**KNOWLEDGE AND SKILLS:**

Law and Government – Knowledge of Kickapoo tribal law, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Basic knowledge of legal systems, terminology and courtroom procedures.

**Persuasion** – Persuading others to change their minds or behavior.

**Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Speaking** – Talking to others to convey information effectively.

**Judgment and Decision Making** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Negotiation** – Bringing others together and trying to reconcile differences.

**Complex Problem Solving** – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Deductive Reasoning** – The ability to apply general rules to specific problems to produce answers that make sense.

**English Language** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Minimum Requirements:**

Juris Doctorate Law Degree from accredited University or College is required.

Licensed with the State of Kansas to practice law.

Shall be able to practice in Tribal, State and Federal Courts.

Prefer knowledge and experience of Federal Indian Laws and Jurisdictional issues.

Be certified to practice before the Tenth Circuit Court of Appeals.

Valid drivers license in state of residency and fully insurable under tribal insurance policy.

Will provide home and or office telephone number to the Kickapoo Nation Tribal Court personnel.

**Privacy Act:**

The Prosecuting Attorney shall comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC 522a) (i) (l).

**Drug Free Workplace Policy:**

As a condition of employment, applicants must consent to pre-employment drug testing prior to date of hire, and abide by the Drug Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

**Indian Preference Policy:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Tribal Employment Rights Ordinance (TERO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.