

JUDICIAL DEPARTMENT  
PROSECUTOR'S OFFICE  
JUVENILE ASSISTANT PROSECUTOR

DESCRIPTION OF WORK

General Statement of Duties: The Juvenile Prosecutor and Assistant Prosecutor will work to maintain the day to day functions of the Juvenile Prosecutor's Office, recommend Children's Code's policies as needed, make monthly reports to Law and Order Committee, maintain records, work with other CRST Staff to coordinate delivery of services to rehabilitate offenders and prosecute as needed the truancy law.

Supervision Received: Works under the supervision of the Attorney General. In the absence of an Attorney General, will be supervised administratively, by the Prosecutor.

Supervision Exercised: Supervise staff when asked to do so.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Shall prosecute juvenile offenders while working to divert juveniles from the court system and utilize diversion programs to keep juveniles from having a record.

Shall work with other CRST staff to coordinate rehabilitation juveniles who are repeat offenders and work with families and programs to access counseling and keep juveniles from repeating offenses as an adult.

Shall keep accurate records and data within the entire prosecutor's office and report statistics on a monthly basis to Law and Order Committee, Administration and funding agencies.

Shall conduct adult arraignments to assist the Contract Prosecutor, keep records, and work with the Public Defender's office on plea arrangements.

Sit second chair with the Contract Prosecutor in cases involving extensive preparation.

Shall attend all inter-agency meetings and participate, attend Law and Order meetings when requested, and attend Department meetings when requested.

Shall assist with Involuntary Commitments as needed. Will work with families who are trying to get a family rehabilitation needs addressed in a speedy manner.

Shall attend all training available to enhance services.

Shall maintain public confidence and integrity within the Prosecutor's Office.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Shall be familiar with federal, state and tribal laws, and ethical standards applicable to persons within the jurisdiction of the Cheyenne River Sioux Tribal courts. Must have experience with applying the laws of the Cheyenne River Sioux Tribal Law and Order

Code, Children's Code through complaint filing. Must understand the Rules of Criminal and Civil Procedure, as well as relevant case law and precedent from the Cheyenne River Sioux Tribal Courts. Must have extensive knowledge of criminal law, juvenile law, and relationships affecting jurisdiction on criminal court cases. Must know or be willing to learn how to draft criminal complaints, motions, and understand criminal trials.

Must have knowledge of Tribal customs, traditions, the Cheyenne River Sioux Tribe Constitution & By-Laws, together with all Codes & Ordinances of the Cheyenne River Sioux Tribe, to be able to protect the sovereignty and customs of the Tribe, and protect the rights of the people. Must have knowledge of the Indian Civil Rights Act and all its provisions, and have full understanding of due process. Must demonstrate fitness and competency for the appointment as Juvenile Prosecutor, an ability to work cooperatively with federal and state agencies and have working knowledge of jurisdictional case law, statutes and ordinances such that he or she will be able to defend and protect the sovereignty of the Tribe.

Education: Master's Degree with an emphasis/specialization in Criminal Law and Procedure/Indian Law required.

Experience: At least two years experience working in the Tribal Court, and any experience with the State's Dept. of Social Services System.

Confidentiality: Confidentiality is very important when working in the Judicial Department. It is expected that all matters pertaining to individual problems and/or issues will be kept confidential. This also pertains to personnel issues. Failure to comply will be cause for dismissal. Inappropriate statements regarding the Prosecutor's Office OR the CRST Government on social media websites will be grounds for disciplinary action.

Special Requirements: Must be able to pass Federal, State, and local/Tribal Criminal Background Checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol Free Workplace Policy; must pass pre-employment drug screening and will be subject to random drug screenings/PBTs (will be required to sign and submit a form understanding and receiving policy). Must have never been convicted of any Tribal/local, Federal, or State felony offenses. (Will be subject to submit and pass these checks/tests every five (5) years).

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