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Swinomish Indian Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476
* 11404 Moorage Way * La Conner, Washington 98257 *

JOB ANNOUNCEMENT:

ATTORNEY: TRIBAL SPECIAL ASSISTANT UNITED STATES ATTORNEY

Position Background: Swinomish Indian Tribal Community (“SITC”) was recently awarded a grant through the U.S. Department of Justice to hire a Tribal Special Assistant United States Attorney (SAUSA) assigned to the Western District of Washington and the FBI Northwestern Washington Safe Trails Task Force (Safe Trails), of which the following Tribes are members: Lummi Nation, Nooksack Indian Tribe, Upper Skagit Indian Tribe, Sauk-Suiattle Tribe, Swinomish Indian Tribal Community, and the Tulalip Tribes (the Tribes). The awarded funds are dedicated to address violent crime, specifically precipitous increases in violent or other serious crimes. This includes narcotics crimes. The SAUSA will be assisting with the Federal Prosecution of the following crimes that occur within the jurisdiction of the Safe Trails Tribes: Narcotics and drug related crimes such as drug trafficking and related violent crime.

Position Summary: Under the general supervision of the Swinomish Office of Tribal Attorney and the United States Attorney for the Western District of Washington, the SAUSA will have the following duties (these are not intended to be exclusive or all inclusive, other duties may be required and assigned):

- The SAUSA will serve as a criminal prosecutor in the Western District of Washington, managing all aspects of a caseload for matters originating out of the jurisdiction of the Safe

Trails Tribes. The caseload will consist of investigation and prosecution of the following crimes: Narcotics and drug related crimes such as drug trafficking and related violent crime.

- The SAUSA will advise federal and tribal law enforcement agents on criminal investigations, present criminal cases to the grand jury, try criminal cases before the United States District Court, and at times represent the United States in criminal appeals before the Ninth Circuit Court of Appeals.
- The SAUSA will prepare a variety of legal written materials such as letters, memoranda, pleadings, briefs, etc.
- The SAUSA initiative is designed to enhance the resources of the U.S. Attorney's office to ensure that the increasing number of violent and drug related crimes are aggressively prosecuted at the federal or tribal level.
- The SAUSA will be designated to the Safe Trails Task Force to assist tribal prosecutors at the Lummi Nation, Nooksack Indian Tribe, Upper Skagit Indian Tribe, Swinomish Indian Tribal Community, Sauk-Suiattle Tribe, and the Tulalip Tribes, in addition to the U.S.
- The SAUSA will meet at least monthly with the Safe Trails Task Force to review police reports and interview police officers or other informational sources.
- The SAUSA must be a citizen of the United States.
- The SAUSA filling the position will be employed by the Swinomish Indian Tribal Community through its Office of Tribal Attorney, and cross-designated as a Special Assistant United States Attorney working primarily in the USAO in Seattle, Washington. Any applicant hired for a position should anticipate regularly spending significant time at the tribes that are members of the Safe Trails Task Force.
- The SAUSA possesses the ability to make appropriate charging and other decisions; exercises

good judgment in the disposition of cases consistent with justice, public safety and community healing, the well-being of victims and rehabilitation of convicted offenders, and applicable law.

- The SAUSA prepares and files court documents and pleadings; performs excellent legal research; competently evaluates evidence.
- The SAUSA interviews witnesses and evaluates witness demeanor and credibility.
- The SAUSA assists Federal and Tribal law enforcement officers in criminal investigations.
- The SAUSA communicates effectively; gives after-hours advice by telephone to Federal and Tribal law enforcement officers.
- The SAUSA will be in a non-federal position and the employer is the Swinomish Indian Tribal Community, assigned to cases originating out of the Safe Trails Task Force Tribes.
- The SAUSA, as an employee with shared supervision by the Department of Justice, may not engage in the compensated practice of law outside the office.

Minimum Qualifications: Applicants must pass a federal background check and a drug test.

Applicants must be approved by both the Swinomish Indian Tribal Community and the US Attorney for the Western District of Washington. Qualified applicants must have the following minimum education and experience to perform the essential functions:

- Must possess a J.D. degree, be an active member of the bar (any U.S. jurisdiction), and have at least three years post-JD experience with prosecution or defense of felony cases or other relevant experience.
 - Any applicant with experience addressing narcotics related crimes either as a prosecutor or defense lawyer should provide specific information about that experience in the cover letter.
- Ideal candidates have at least five years of post-J.D. litigation experience.

- Must demonstrate a quick analytical ability and an ability to synthesize a wide range of data, help direct an investigation, and have the ability to accurately and precisely articulate the critical issues in a case.
- Must demonstrate superior oral and writing skills, strong interpersonal skills, and good judgment.
- Must possess excellent communication and courtroom skills, and exhibit the ability to work in a supportive and professional manner with other attorneys, support staff, and Task-Force member Tribes.
- Must have a demonstrated capacity to function, with minimal guidance, in a highly demanding environment and in the highest ethical manner.
- Must conduct independent legal research and writing, and be substantially self-sufficient in preparing day-to-day correspondence and pleadings.
- Must demonstrate excellent computer literacy skills to include experience with automated research on the Internet, electronic court filing, and electronic e-mail, word processing and data base systems.
- Will have a demonstrated commitment to working with Native or other minority communities, and have the necessary cultural competence to work in communities impacted by a legacy of historical trauma.
- Ideal candidate will have experience and familiarity with federal grand jury practices.
- Ideal candidates will have experience in preparation of appellate briefs and presentation of appellate arguments.
- Must be of good moral character and fitness and will be required to frequently travel within and outside of the District.

- Professional in appearance and demeanor.
- Be able to work well with others and treat others with respect, patience and dignity.
- Possession of an appropriate valid driver's license and vehicle liability insurance.
- Agree to all terms and conditions of the Memorandum of Understanding between the Swinomish Indian Tribal Community and the USAO for the Western District of Washington.
- Obtain admission to practice law in the Western District of Washington and all Safe-Trails Tribes within three months of hire.

Native American hiring preferences under Swinomish Tribal Code 14-01.120 will be in effect during the selection of candidates.

Employment Duration and Conditions: The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. The Department Policies of the U.S. Department of Justice apply to all employees. The Tribal SAUSA is a grant-funded, time-limited full-time position expected to last for five years.

Location: The successful candidate will report to the Western District of Washington US Attorney's Office as directed by the US Attorney to fulfill the duties listed above. The successful candidate will be expected to spend significant time at the Safe Trails Task Force Tribes; namely, Lummi Nation, Nooksack Indian Tribe, Upper Skagit Indian Tribe, Sauk-Suiattle Tribe, the Swinomish Indian Tribal Community, and the Tulalip Tribes as necessary to conduct the duties of this position as listed above.

Salary: Negotiable depending upon experience. Compensation includes a medical, dental & vision health plan, 401(k) plan, generous leave and other fringe benefits.

Application: Submit the following:

- Swinomish Indian Tribal Community Employment Application (you may request this application via email);

- Office of Tribal Attorney Application Addendum;
- Cover letter including an explanation of the applicant’s interest in the position;
- Detailed resume that includes the month/year start and end dates of each position held;
- Law school transcript for any applicant with less than five years of experience as an attorney;
- The names and contact information for at least 3 professional references; and
- Two writing samples that meet the following criteria:
 - Include a sample of your legal writing, such as a portion or all of an appellate brief, memorandum of points and authorities, or opinion letter. The writing sample should be a recent example of your work and demonstrate your ability to analyze legal issues and present that analysis in written form. The sample should be predominantly your own work. If the document was edited by others, include a cover memo that briefly describes the level of editing that occurred.

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