

CHEYENNE RIVER SIOUX TRIBE
JUDICIAL DEPARTMENT - PROSECUTOR'S OFFICE
INVOLUNTARY COMMITMENT PRESENTER

DESCRIPTION OF WORK

General Statement of Duties: This position supports and provides assistance to the Prosecutor with Involuntary Commitments and elderly representation utilizing the appropriate code of the Cheyenne River Sioux Tribe. Works with family members or others who are experiencing someone in their household who are dangerous to themselves or others. Assist and process paperwork that starts in Prosecutor's Office. Work with Behavioral Health and other entities related to involuntary commitments. Present petitions to the Judge and recommend/request orders to apprehend and detain. Appear in court on behalf of the petitioner and follow through with each case.

Supervision Received: Works under the immediate supervision of the Prosecutor or in the absence of a Prosecutor, the Assistant Prosecutor.

Supervision Exercised: None.

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

Provides assistance to the Prosecutor with Involuntary Commitments and elderly representation utilizing the appropriate code of the Cheyenne River Sioux Tribe

Works with family members who are experiencing someone in their household who are dangerous to themselves or others.

Assist and process paperwork that starts in Prosecutor's Office.

Work with Behavioral Health and other entities related to involuntary commitments.

Present petitions to the Judge and recommend/request orders to apprehend and detain.

Appear in court on behalf of the petitioner and follow through with each case.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Must have a solid understanding of technical legal terminology as well as court filings. Must engage by demonstrating knowledge and status of current cases and projects, utilizing available resources in order to achieve. Must have strong verbal and written communication skills, as well as excellent proofreading skills for legal documents as directed. Ability to follow written and verbal instructions. Ability to multi-task, and timely respond to deadlines as well as balance workload. Knowledge of Office Suite a must, including Outlook, Word, Excel, and PowerPoint, etc. Must have working knowledge in the operation of copiers and fax machines. Ability to establish and maintain effective relationships with employees, other agencies, department and the general public. Willingness to adhere to established professional standards, particularly in the areas of neatness and accuracy of documentation. Professional behavior especially in the area of confidentiality is also required. Strong interpersonal skills and ability to work well in a cooperative, small office

environment and communicate with the Prosecutor and Assistant Prosecutor and support staff on every level.

Education: High School diploma or GED equivalent with Paralegal Certificate. OR Must attend all training offered, including approved paralegal training, provided the experience requirements are met.

Experience: At least 10-15 years of experience working in prosecutor services and/or legal services; with equal experience working with tribal courts and 5 years representing cases in tribal court.

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. A confidentiality statement will be signed and kept on file. 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 termination of employment.

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 submit a 2 year drug and alcohol sobriety statement from Wakpa Waste Counseling Services.** Other character statements on living a drug and alcohol sobriety lifestyle will enhance this position. 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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