

**CHEYENNE RIVER SIOUX TRIBE  
JUDICIAL DEPARTMENT - PROSECUTOR'S OFFICE  
LEGAL ASSISTANT**

**DESCRIPTION OF WORK**

**General Statement of Duties:** This position will be expected to assist the Assistant Prosecutor and the Juvenile Prosecutor with the back-logged files. This person will serve as an assistant to the Assistant Prosecutor/Juvenile Prosecutor and conduct professional court-related duties.

**Supervision Received:** Works under the immediate supervision of the Office Manager.

**Supervision Exercised:** None.

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

Will report to work and update the court docket for the Assistant/Juvenile Prosecutor on a daily basis.

Collect police reports, log police reports, and submit to the Prosecutor on a daily incoming basis.

Create a data report on a monthly basis of all non-arrests, arrests, and class A-C charges and their adjudications.

Provide daily legal secretary duties such as assisting with complaint drafting for the A/J Prosecutor's signature and file with the court.

Serve as the liaison between victims/clients/entities and the Assistant/Juvenile Prosecutor.

Take all incoming phone calls, screen phone calls in a professional and detailed manner, and return phone calls as requested.

Assist with filing, upkeep and daily filing, establish filing routine.

Communicate with staff on the A/J Prosecutor's docket and court schedule.

Maintain Zoom account and sign in and prepare the court hearings for the A/J Prosecutor.

Assist with plea bargaining, and working with parents on a rehabilitation plan as needed.

Work with Four Bands Healing Center to check on the attendance of each juvenile as needed.

Work with the schools on the reservation to make sure juveniles are attending school. Assist with any and all truancy efforts.

Offer resources to offender and work with victims.

Must be willing to learn how to prepare scheduling, conduct basic legal research, discovery, draft motions and pleadings, collect and understand police reports.

Submit monthly data report in a routine manner.

Other job related duties as assigned.

## **MINIMUM QUALIFICATIONS**

**Required Knowledge, Skills, and Abilities:** Must have professional verbal and written communication skills, as well as excellent proofreading skills. Basic 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 cooperative, small office environment and communicate with the Prosecutor, Juvenile Prosecutor and support staff on every level.

**Education:** High School diploma or GED equivalent. Some college in any area is preferred.

**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 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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