

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-02

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Court Prosecutor
OPENING DATE: January 21, 2026
CLOSING DATE: January 29, 2026
DEPARTMENT: Government Affairs Office
SALARY RANGE: EX17; \$78,814 - \$131,357

Position Summary:

Under administrative supervision of the Government Affairs Director (GAD), exercises prosecutorial discretion in filing and presenting complaints and prosecutes individuals accused of violating ordinances of the Pueblo. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Represents the Pueblo as plaintiff in Pueblo Court actions to prosecute and enforce penalties for violations of the Pueblo's criminal and civil ordinances, excepting cases involving child or elder protection initiated by Laguna Social Services.
- Assesses complaints to determine if formal proceedings are warranted, assigns cases to other Prosecutors.
- Conducts research, interviews victims and witnesses; develops strategy, arguments and testimony in preparation for presentation of case and in preparation for trial; and prosecutes cases to resolution, including trial in Pueblo Court.
- Causes the gathering of evidence and analyzes pertinent information to formulate and prepare for legal action.
- Prepares witnesses for depositions and trial.
- Prepares pleadings, motions, legal briefs, orders, and appellate documents.
- Assists law enforcement in obtaining search warrants, arrest warrants, and subpoenas, and in making charging decisions and gathering evidence by providing sound legal advice.
- Works with applicable service providers (i.e., Probation, Social Services, Behavioral Health) to determine appropriate recommendations for sentences and referrals to other related services.
- Utilizes a plea bargain process that promotes the interests of the Pueblo and considers the interests of victims of crime; ensures a balanced criminal justice system.
- Handles specific cases assigned by GAD or acts as co-counsel with other Pueblo attorneys or outside counsel as appropriate.
- Reviews Pueblo of Laguna codes and/or ordinances; recommends amendments to the Pueblo Legislative Committee.
- Maintains appropriate documentation as required; ensures the confidentiality of client information.
- Develops and maintains solid relationships with entities of common interest, including the U.S. Attorney's Office, F.B.I., B.I.A., and State and County law enforcement, and other internal and external programs.
- In collaboration with Village Officials, utilizes the Pueblo's customary based approach to resolve issues when appropriate and/or necessary.
- Develops and manages annual budget and proposal, including operational plans and objectives in collaboration with GAD.
- Manages assigned grants, contracts, and/or other funding sources; develops required narrative and statistical reports.
- Researches additional funding opportunities and available grant monies for continuation and expansion of program services.
- Provides direct oversight and supervision to staff; hosts regular staff meetings to ensure communication among personnel regarding department-related activities.
- Evaluates and assesses program processes and procedures in collaboration with Law Enforcement, Detention, and Probation; offers/recommends changes or training; ensures the implementation of revisions.

- Manages staff relations by celebrating, coaching, counseling, and disciplining employees; encourages feedback from staff for continual management improvement.
- Evaluates staff performance in a timely manner; promotes responsibility and accountability.
- Assists the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Maintains professional licensure and gains technical knowledge by conducting research, reviewing case histories and rulings; attends relevant training and workshops, and establishes networks with similar programs.
- Complies with standards of conduct applicable to licensure and profession.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Juris Doctorate from an accredited law school required.
- Five years experience in the practice of criminal law required.
- Three years of supervisory experience required.
- Member in good standing with the New Mexico State Bar required.
- FEMA/ICS 700 and 800 Certifications (and prerequisites) preferred; must obtain within one (1) year of hire.
- Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Court Prosecutor is designated as a High Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Professional Services Employment Agreement	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government, pueblo customs, and traditions.
- Knowledge of applicable laws, regulations, and requirements, including relevant Chapters of U.S. Code, Title 25 – Indians, the Pueblo of Laguna Constitution, Codes, and Ordinances.
- Knowledge of standards of conduct applicable to licensure and profession.
- Knowledge of courtroom processes, procedures, and protocol.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and establish positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality, to demonstrate high moral character and self-responsibility.
- Ability to work independently and meet strict time lines.

- Ability to analyze situations, make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare comprehensive reports and present accurate response to questions.
- Ability to interpret and implement applicable laws, regulations, and requirements.
- Ability to accommodate emergency hearings.
- Ability to negotiate legal actions.
- Ability and skill to be persuasive and tactful in controversial situations.
- Skill in preparing, reviewing, analyzing, and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; sit; use hands and fingers to handle or feel; and talk or hear. The employee frequently is required to walk; and reach with hands and arms. The employee occasionally is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office or courtroom setting with a moderate noise level. Evening and/or weekend work is rarely required; is on call for emergencies. There is regular interaction with the public. Exposure to graphic or sensitive subject matter is present. Tight time constraints and multiple demands from several people are common. Travel is required for training, meetings, and other events.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to poemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES