

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08522573

DATE POSTED: 01/10/22

POSITION NO: 202041

CLOSING DATE: 01/24/2022 by 5pm

POSITION TITLE: Director of Ethics and Rules

DEPARTMENT NAME / WORKSITE: LB - Ethics and Rules Office - Window Rock, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: BQ70A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 75,460.32 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 36.14 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

The Director of Ethics and Rules performs work of extreme complexity. The Director oversees and is engaged in various complex administrative and ethical matters that can be highly controversial and confidential and of which can have a serious impact on the Navajo Nation and Navajo members. The Director will oversee and coordinate with Ethics and Rules department Ethics Presenting Officer and Ethics Investigators to ensure that the Navajo Nation and Navajo Nation Government officials are held to the highest standards of ethical conduct per *Ethics in Government Law* 2 N.N.C. §§3741-3793 et. seq and prosecuted for violations there of. The Director shall develop and/or revise and any existing Ethics and Rules Office strategic plan to ensure that ethical clearances, interviews, investigations, intake and consultations, hearing notices, and subpoena duces tecum are being completed effectively and efficiently. The Director shall ensure that the Ethics and Rules Office continues to educate and inform local chapters, communities, and departments on the *Ethics in Government Law*. The Director shall be responsible for the department budget and personnel to ensure that the department is functioning to the best of its ability. The Director will have constant communication with other Navajo Nation branches, departments, committees entities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Public Administration, Business Administration, Criminology, Criminal Justice or a related field; and eight (8) years of administrative or management experience, four (4) years of which must have been in a supervisory capacity.

Special Requirements:

- Must be a member in good standing with the Navajo Nation Bar Association and be in strict conformance with professional and ethical standards.
- A favorable background investigation
- Possess a valid state driver's license.

Must be able to obtain Navajo Nation Identification Card and driving permit within 30 days of employment.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; knowledge of legal terminology and standard legal formats; knowledge of Navajo Nation Law, policy and procedures, rules and regulations, as well as, applicable state and federal statutes, rules, and regulations; knowledge of the principles, practices, and methods of criminal investigation information assessment, evidentiary gathering of information, documents, financial records, and other documents to be used before a hearing committee; knowledge of court and administrative law processes; ability to analyze evidence gathered; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing, database and spreadsheet applications; scanning techniques; Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively orally and in writing in a professional/legal manner; applying judgement in the release of confidential information.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.