

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0037446

Date Posted: 01/28/13

POSITION NO: 241383

Closing Date: 02/08/13

CLASS CODE: 2160

POSITION TITLE: Ethics Presenting Officer

DEPARTMENT NAME: Ethics and Rules Office

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am-5:00 pm

Temporary:

Duration: _____ \$ 34,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Prepare and litigate advanced and complex civil administrative cases; Interview witnesses, experts, and others to obtain additional information relevant to cases; Investigates all aspects of the administrative cases and performs extensive legal research; Prepares legal memoranda, briefs, motions, petitions, orders, summons and other required legal documents for administrative hearings presentations; Knowledge of the rules of evidence with considerable knowledge of the principles and practices of common, municipal, state and federal civil laws; and principals, methods and materials and practices of legal research; Conduct research relevant to the Navajo Nation Ethics in Government Law. Assist Investigators with preparation of cases; Assist in presentation of the Navajo Nation Ethics in Government Law.

QUALIFICATION REQUIREMENTS:

Education and Training:

Associate's Degree in Criminal Justice, Police Science, Criminology, Business or Public Administration, Accounting or a closely related field; and

Experience:

three (3) years of progressively responsible experience conducting, analyzing, assessing and presenting the results of legal investigative work; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Legal research and assisting with preparation of complaints, briefs, legal correspondence, legal pleadings and related legal documents, *preferred*.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of municipal, tribal, state and federal civil laws; judicial procedures and rules of evidence; presenting cases in court; legal research; Navajo culture and traditions; speak English and Navajo language; Ability to analyze and organize case management & evidence, present oral and written presentations; operate desktop computer; cooperative working relationships with departments, programs & agencies.

License/Certification Requirements:

Must be eligible for and maintain membership in the Navajo Nation Bar Association.

Navajo Nation Vehicle Operator's Permit and Valid State Driver's License, *preferred*. Upon being barred with the NNBA applicant shall give at least 3 years commitment to remain with Ethics and Rules Office, *preferred*.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99