

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS0659917

DATE POSTED: 02/09/15

POSITION NO: 944298

CLOSING DATE: OUF

POSITION TITLE: Senior Police Officer (2 Positions)

DEPARTMENT NAME / WORKSITE: Navajo Police Department/ Window Rock, Arizona

WORK DAYS: Split-Shift REGULAR FULL TIME:  GRADE/STEP: AB65B

WORK HOURS: Split-Shift PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 45,364.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.81 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Serves as lead police officer, provides work guidance and directions to lower level police officers in carrying out procedures and measures to provide law enforcement services; serves as delegated Police Sergeant in his/her absence; patrols assigned area for the prevention of crime and enforcement of all applicable criminal traffic, narcotics, and liquor laws; carries firearms; responds to calls for service involving crimes such as robberies, assaults, homicides, and narcotics violations; responds to general public service calls for civil or societal problems. Issues traffic summons, warnings and vehicle equipment repair orders; makes arrests, searches suspects for weapons and evidence; advises suspects of accidents, criminal and other violations; investigates and secures crime scenes; interview witnesses; interrogates suspects; takes photograph and/or diagrams crime scene as needed; seizes controlled substance, evidence and recovers stolen property; provides backup and assists other police units. Transports suspects to station; prepares documentations and executes search warrants; serves court orders and arrest warrants; testifies in criminal and civil courts as required; maintains peace and public order at community events and public gatherings; promotes community oriented policing through presentations at community meetings, educational institutions, public and private groups; selects, directs, trains and maintains canines as required; attends and participates in training and employee development activities; and assists police sergeants in training. Completes and submits reports as required.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and three (3) years Police Officer, Criminal Investigator, Ranger or Military Police experience.

**Preferred Qualifications:**

- An Associate's degree in Criminal Justice or related field.
- Four (4) years Police Officers, Criminal investigator, Ranger or Military Police experience.
- Possess Special Law Enforcement Commission (SLEC)

**Special Requirements:**

- A favorable background investigation.
- Possess current Arizona or New Mexico Peace Officer Standards and Training (POST) certification or Equivalent out-of-state certification.
- Possess a valid state's driver's license.
- Successful completion of job-related testing.

***(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 in the following areas; principles and practices of modern police administration and methods; departmental rules and regulations and applicable federal, state, local and tribal laws and ordinances; standards by which the quality of police services is evaluated; the practices and methods of law enforcement, criminal investigation and identification; all types of firearms, communication equipment's and automobiles used in law enforcement. Skill in the following areas; in analyzing situations quickly and objectively to determine the proper course of action; maintaining calmness during emergencies; the use of assigned weapons; and establishing and maintain effective working relationships. Ability to understand and follow written and oral instructions and to relate information clearly and accurately as necessary; to enforce laws tactfully, firmly and impartially; to prepare tactical reports and correspondences; and ability to make community presentations, crime prevention activities, gang awareness, and implementing the Community Oriented Policing concept.

**<<A favorable background investigation is required>>**

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