

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1322857

Date Posted: 02/14/11

POSITION NO: 940198

Closing Date: 02/28/11

CLASS CODE: 2209

POSITION TITLE: CRIMINAL INVESTIGATOR

DEPARTMENT NAME: DPS/Department of Criminal Investigations

DEPARTMENT NO: 132 WORKSITE LOCATION: Dilkon, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N65A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Travel to the crime scene to conduct investigation. Conduct and collect preliminary information about the case. Take photographs of crime scene. Measure and diagram crime scene. Collect physical evidence with care from contamination. Package and seal evidence for transportation. Profile crime scene. Identify and locate victims, witnesses, and suspects. For murder cases, the suspect(s) are identified, located, and interviewed. For sexual assaults, care is given in interviewing victim(s) and taking of statement. Interviews to be conducted professionally verbal communication and interpersonal skills. Suspect(s) interviewing must also be conducting in a professional manner both verbal and non-verbal communication and interpersonal skill. Must be an interpreter for both victim(s) and suspect(s) when needed. Gather all documentation to satisfy elements of the criminal statute involved. Gather and collect all police reports, certified copies of land status, medical reports, traffic, and criminal history reports from law enforcement agencies, scientific examination reports from crime lab, and the Office of the Medical Investigator. Process and development of photographs. Present evidence listing of chain of custody.

Provide technical assistance, guidance, and training to law enforcement personnel and agencies. Prepare case status updates and detailed reports. Keep abreast of updated laws to maintain certification. Attend and testify in court hearings.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Criminal Justice or related field; and

Experience:

Three (3) years Police Officer experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Must be a commissioned officer. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.0***

Special Knowledge, Skills and Abilities:

Knowledge of tribal, federal, state and local laws and ordinances of modern police administration and methods; of departmental rules and regulations; of practices and methods of criminal investigation and identification; and of all types of firearms, communication equipments and automobiles used in law enforcement. Skill in interviewing and interrogation techniques and methods; in preparing and maintaining accurate records, reports and files; in maintaining calm during emergencies; in the use of assigned weapons; in verbal and written communication; in enforcing laws tactfully, firmly, and impartially; and in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a current Arizona or New Mexico Peace Officer Standards and Training (POST) certification and a valid state driver's license. Must pass a background investigation prior to appointment. Must successfully complete the Federal Law Enforcement Training (FLET) - Basic Criminal Investigator Training within one (1) year of employment. Additional certifications may be required. Must never have been convicted of a felony or domestic violence or a domestic violence related charge. Must not have been convicted of a misdemeanor within the past three (3) years.

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