THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OAG0102863** Date Posted: **02/14/11**

POSITION NO: **209844** Closing Date: **02/28/11**

CLASS CODE: **2164**

POSITION TITLE: **ASSOCIATE JUVENILE PRESENTING OFFICER**

DEPARTMENT NAME: **Office of the Prosecutor - Crownpoint**

DEPARTMENT NO: **10** WORKSITE LOCATION: **Crownpoint, NM**

WORKS DAYS/HOURS:
Days: **Mon - Fri**
Hours: **8 AM - 5 PM +**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40 +**

GRADE: **N62A**

SALARY:
$ **30,950.40** Per Annum
$ **14.88** Per Hour

DUTIES AND RESPONSIBILITIES:

Under supervision of the Senior Prosecutor/Prosecutor conducts legal research of criminal and civil actions of juvenile cases by identifying legal and factual information via computer research and/or law library. Assists in prosecuting juvenile cases in the Navajo Nation courts. Prepares legal pleadings, correspondences, briefs, petitions, and related documentation with assistance of Senior Prosecutor/Prosecutor as referred by law enforcement agencies, social service programs, schools, parents, and general public. Attends court hearings and assist as required; performs a planned learning progression of the duties and responsibilities to progress toward more difficult work in presenting juvenile cases. Maintains communication with agencies, parties, schools, and law enforcement agencies for cases and referrals of children/families. Ability to independently perform related work as assigned. ***This position serves at the pleasure of the Chief Prosecutor.***

Ability to independently perform related work as assigned including: review investigative reports, legal pleadings from defense counsels, and other law enforcement reports; establishes case plan on most juvenile criminal offenses such as Dependency, CHINS, etc.; prepares and obtains reports as necessary. Attends meetings, hearings, staff development, and etc. as directed. Must have knowledge of federal, state, and Navajo Nation laws and regulations, the Navajo Nation Children's Code, judicial procedures, communication skills, and etc.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is sedentary with a potential for high levels of stress.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Criminal Justice, Political Science, or a closely related field; OR a high school diploma or GED; and a completion of a two (2) year tribal advocacy, paralegal or legal apprenticeship program; and two (2) years experience involving legal research and assisting in the preparation of legal documents.

Special Knowledge, Skills and Abilities:

Comprehensive knowledge of the common, municipal, tribal, state and federal laws; knowledge of the Navajo Nation Children's Code; knowledge of judicial procedures and rules of evidence; knowledge of legal research methods and techniques; knowledge of the Navajo culture and tradition. Ability to analyze and organize facts, evidence and precedents, and to present such material in clear and logical form in both oral and written presentations; ability to communicate in the English and Navajo language. Skilled in undertaking legal research, effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; communicate effectively and provide effective prosecution of violations of law; operate a personal computer using a variety of software applications; establish and maintain effective and cooperative working relationships with other departments of the Navajo Nation, attorneys, law enforcement, litigants, witnesses, interested parties and others.

License/Certification Requirements:

Preferably a member in good standing with the Navajo Nation Bar Association; or ***must*** attain membership in the Navajo Nation Bar Association within six months of employment. *Depending upon the needs of the Nation may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.*

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***