

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0032885

Date Posted: 02/14/11

POSITION NO: 241383

Closing Date: 02/28/11

CLASS CODE: 2160

POSITION TITLE: Ethics Presenting Officer

DEPARTMENT NAME: Ethics and Rules Office

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N63A

Days: Monday-Friday

Permanent:

SALARY:

Hours 8:00 a.m. - 5:00 p.m.

Temporary:

Duration: N/A \$ 33,737.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.22 Per Hour

DUTIES AND RESPONSIBILITIES:

Prepare and litigate advance and complex administrative cases before the Ethics and Rules Committee; interview witnesses, experts, and others to obtain additional information relevant to the case; investigate all aspects of the administrative cases and perform extensive legal research; prepare 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 Ethics Law.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Associate's degree in Criminal Justice, Political Science, Criminology, Business or Public Administration, Accounting or 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.

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

Special Knowledge, Skills and Abilities:

Comprehensive knowledge of the common, municipal, tribal, state and federal civil laws; knowledge of judicial procedures and rules of evidence; knowledge of the methods and techniques in presenting cases in court; knowledge of legal research methods and techniques; knowledge of Navajo culture and traditions; Ability to communicate effectively in English and Navajo language. 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; Skilled in undertaking legal research, effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; 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, litigants, witnesses, interested parties and others.

License/Certification Requirements:

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

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