

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS13211531

DATE POSTED: 02/29/16

POSITION NO: 940194

CLOSING DATE: OUF

POSITION TITLE: Criminal Investigator

DEPARTMENT NAME / WORKSITE: Department of Criminal Investigations / Shiprock, NM

WORK DAYS: M - F REGULAR FULL TIME: GRADE/STEP: AB66A

WORK HOURS: 08:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 47,756.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 22.96 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Conduct Criminal Investigation of felony and misdemeanor crimes within the jurisdiction of the Navajo Nation as noted in the Indian Law Enforcement Reform Act. Investigate criminal acts such as sexual assaults, armed robberies, home invasions, and property crimes such as burglaries; Collect and use forensic evidence to solve crimes; Interview informants, suspects and witnesses; Collect physical evidence and send specimens to laboratory; Run fingerprints through database to obtain matches; Process crime scenes and follow up on leads; Prepare investigative reports; Prepare sketches and diagrams; Obtain search warrants; Perform surveillance and monitor suspects; Assist victims of crime; Coordinate investigative activities with other agencies; Work with prosecutors and testify in criminal court proceedings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and five (5) years of law enforcement experience at the level of Police Officer.

Special Requirements:

- Must possess current Arizona Peace Officer Standards and Training (AZPOST) Certification.
- Within (1) year after appointment or promotion, all Commissioned Criminal Investigators are required to successfully complete the Basic Criminal Investigator's School at the Federal Law Enforcement Training Center.
- A favorable background investigation; Must never have been convicted of a felony or domestic violence or a domestic violence related charge or any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past (5) five years.
- Posses a valid state driver's license
- Must be BIA physical standard and be physically able to perform efficiently the duties of a commissioned law enforcement officer.
- Must possess emotional and mental stability. May be exposed to hazardous, uncontrolled and life threatening situations that may occur.

(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 of tribal, federal, state, and local laws.
- Knowledge of analyzing and evaluating facts and evidence.
- Knowledge of crime security and collecting and preserving physical evidence.
- Knowledge of managing and containing hostile, volatile and dangerous situations.
- Knowledge of managing an investigative caseload and other diverse responsibilities.
- Knowledge of the use of firearms and other standard and specialized equipment.
- Skill in communicating effectively, both orally and in writing.
- Ability to accurately document enforcement and investigative activities.

<<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.