

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01011005

DATE POSTED: 01/03/17

POSITION NO: 291153

CLOSING DATE: OUF

POSITION TITLE: JUVENILE PRESENTING OFFICER

DEPARTMENT NAME / WORKSITE: DOJ/Office of the Prosecutor - Shiprock District, Shiprock, NM

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AB64A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 40,414.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 19.43 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Litigates juvenile cases in the Navajo Nation courts; including proceedings, child neglect, and abuse cases, including appellate cases; interviews witnesses, expert and others to obtain additional information relevant to case; investigates all aspects of the juvenile criminal and civil cases and performs extensive legal research; prepares legal memoranda, briefs, motions, petitions, orders, summons and other required legal documents for court presentation. Ability to independently prepare and present more advanced and complex criminal and civil cases; and performs related work as assigned. Review investigative reports, legal pleadings from defense counsels, and other law enforcement reports; determines nature of the criminal offense; establishes case plan with law enforcement personnel from various governmental agencies on most juvenile criminal offenses such as Dependency, CHINS, etc.; provides legal guidance and advice to law enforcement personnel or social workers in proceeding with investigation; prepares and obtains reports as necessary. Work is sedentary with a potential for high levels of stress. *This position Serves at the Pleasure of the Chief Prosecutor.*

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma/GED; and completion of two (2) year tribal advocacy, paralegal or legal apprenticeship program; and four (4) years experience involving legal research and assisting in the preparation of brief, correspondence, legal pleadings and related documents; or an equivalent combination of education and experience.

Special Requirements:

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(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 federal, state, and Navajo Nation Laws and regulations governing assigned work; the Navajo Nation Children's Code; legal research methods and techniques; judicial procedures; traditions and cultures of the Navajo Nation; analyzing facts and preparing cases; establishing effective working relationships; verbal and written communications skills; and working with children (juveniles).

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