

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01017394 DATE POSTED: 03/20/19
 POSITION NO: 291158 CLOSING DATE: 04/30/2019 5:00pm
 POSITION TITLE: DEPUTY CHIEF PROSECUTOR

DEPARTMENT NAME / WORKSITE: Office of the Prosecutor - Window Rock, Arizona
 WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AS72A
 WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 94,411.20 PER ANNUM
 SENSITIVE SEASONAL: DURATION : _____ \$ 45.39 PER HOUR
 NON-SENSITIVE TEMPORARY: _____ 30 Day Advertising

DUTIES AND RESPONSIBILITIES:

Under administrative direction of the Chief Prosecutor, provides administrative and managerial support to the Chief Prosecutor and the Offices of the Prosecutor. Fully participates and shares in the overall management of the administrative office and district offices and exercises full prosecutorial authority; supervises provisional staff. Assures that the success of specific functions are consistent with program plans and objectives by monitoring and evaluating program progress. Makes recommendations with the Chief Prosecutor in changing program plans, goals, work plans, schedules, procedures, and etc. as necessary; assists with the development and implementation of policies, procedures and budgetary functions. Accomplishes functions through supervisors and prosecutors at the administrative and district offices. Coordinates all central administrative office activities with various governmental agencies engaged in the investigation and prosecution of criminal and civil matter related issues.

Provides technical guidance to administrative and district staff and related law enforcement agencies, government, and state agencies. Assist in research and gathering of physical evidence with law enforcement and related agencies. Review and assign cases to supervisors and/or Senior Prosecutors. Determine importance of case(s) warranting prosecution. Assist prosecutorial staff in the development of case plans, calendaring, strategies, evidence, and other investigative matters of significant importance. Attends arraignments and brings cases before the courts of law within the purview of the Navajo Nation. Represents the office and serves on various committees, organizations, state and federal agencies. Maintain effective work relationships with officials from all levels of government and the general public. Address oversight committee on related prosecutorial administrative matters. Assist and provide recommendations on annual budgetary functions and reporting. Address personnel matters in colorization with the Chief Prosecutor.

Serves at the Pleasure of the Chief Prosecutor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A juris Doctorate; and eight (8) years professional experience as a state licensed attorney with progressive experience as a trial lawyer in criminal/civil law, administrative law, employment or related fields; two (2) years of which must have been managing and supervising a law office (private or government legal department). Current admission to any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one year of date of hire.

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:

Knowledgeable in Navajo Nation Laws and applicable state and federal statutes, rules, and regulations; Federal Indian Law, prosecution, juvenile justice and white collar crime; principles of management, administration, supervision, accounting, bookkeeping, etc.; principles and practices of methods of legal research, principles of criminal law and appeal procedures related to violations of Navajo Nation laws and applicable state and federal statutes, rules and regulation; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques. Skilled in legal research, effectively assessing, interpreting and applying complex laws; assessing analyzing and assessing financial and other records to make recommendations and decision on prosecution; in communicating effectively and overseeing the effective prosecution of violation of Tribal law; in establishing and maintaining an effective and cooperative working relationship with numerous officials of the Navajo Nation, attorneys, litigants, witnesses, interested parties and others; and in operating a personal computer utilizing a variety of software, programs, applications, and software.

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