

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: <u>DPS13215092</u> | DATE POSTED: <u>04/03/18</u> | | |
| POSITION NO: <u>940197</u> | CLOSING DATE: <u>04/27/18</u> | | |
| POSITION TITLE: <u>Criminal Investigator</u> | | | |
| DEPARTMENT NAME / WORKSITE: <u>DPS / Navajo Department of Criminal Investigations / Crownpoint, NM</u> | | | |
| WORK DAYS: <u>M-F</u> | REGULAR FULL TIME: <input checked="" type="checkbox"/> | GRADE/STEP: <u>AK66D</u> | |
| WORK HOURS: <u>8am - 5pm</u> | PART TIME: <input type="checkbox"/> | NO. OF HRS./WK.: _____ | \$ <u>54,350.40</u> PER ANNUM |
| SENSITIVE <input checked="" type="checkbox"/> | SEASONAL: <input type="checkbox"/> | DURATION : _____ | \$ <u>26.13</u> PER HOUR |
| NON-SENSITIVE <input type="checkbox"/> | TEMPORARY: <input type="checkbox"/> | _____ | |

DUTIES AND RESPONSIBILITIES:

Conduct investigations of alleged or suspected felony and/or midseason criminal violation of Federal, State, and/or local tribal laws, in accordance with the Uniform Crime Reporting of major crimes. Identifies, determines, and provides scope of the crime, elements of the crime and direction of the investigations. Reviews police officer referrals. Provides tactical response, technical assistance, guidance, and training to law enforcement staff and agencies. Conducts public awareness and presentations to the general public.

Process crime scene(s) by identifying, photographing, collecting, and preserving physical evidence for submission to the laboratory such as, but not limited to; controlled substances, fingerprinting, blood and/or bodily fluids. Recover property of an investigation. Interviews victims, suspects, and witnesses. Obtains and serves warrants and subpoenas. Analyzes evidence and document findings; prepares case status updates and provides detail reports, to include diagrams and sketches. Performs surveillance and monitor suspects and use informants to obtain leads and information. Transport suspect(s), victim(s), and/or victims as needed for investigative purposes. Attend and testify in criminal court proceedings. Maintains certification requirements for training and other requirements to retain law enforcement commission status.

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 United States recognized Peace Officer Certification or be able to reinstate Certification.
- A favorable background investigation.
- Must never have been convicted of a felony, 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 five (5) years.
- Possess a valid state driver's license.

(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 and ordinances of modern police administration and methods.
- > Departmental rules and regulations.
- > All types of firearms, communications equipment and automobiles used in law enforcement.

Skilled in:

- > Interviewing and interrogation lawful techniques and methods.
 - > Analyzing and evaluating facts and evidence to formulate a defensible investigative conclusion.
 - > Securing and processing crime scene to collect and preserve evidence.
 - > Managing and restrain a hostile, volatile stressful, and dangerous situation(s) with making difficult decisions and directing operations.
 - > Managing an investigative caseload and other diverse responsibilities
 - > Preparing and maintaining factual records, reports and files.
 - > Maintaining certifications and qualifications of firearms, equipment and other standard requirements.
 - > Communicating efficiently and effectively, both orally and written
 - > Enforce laws tactfully, firmly and impartially
 - > Establish and maintain an effective working relationships.
- Ability to accurately document investigative activities.

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