

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DPS13215098</u>	DATE POSTED:	<u>04/03/18</u>
POSITION NO:	<u>946486</u>	CLOSING DATE:	<u>04/27/18</u>
POSITION TITLE:	<u>Criminal Investigator Supervisor</u>		
DEPARTMENT NAME / WORKSITE:	<u>DPS / Navajo Department of Criminal Investigations / Tuba City, AZ</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8am-5pm</u>	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	NO. OF HRS./WK.:	<u>AK70D</u>
NON-SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
		DURATION :	<u>\$ 76,627.20 PER ANNUM</u>
		TEMPORARY:	<input type="checkbox"/>
			<u>\$ 36.84 PER HOUR</u>

**DUTIES AND RESPONSIBILITIES:**

Under the direction of Director of Criminal investigations, performs work of considerable difficulty to manage and coordinate the criminal investigation unit for a district or districts. Plans, directs and coordinates operations, strategic plans, fiscal and personnel allocations and implements policies and procedures. Evaluates operations and institutes measures to improve department goals and objectives; assists with special projects, ensures compliance with standard operating procedures, general orders, rules and regulations and contractual agreements.

Determines work priorities, develops and modifies plans, methods and procedures, work schedules to provide manpower coverage; assists employees with difficult and/or unusual assignments; assigns and distributes workloads, reviews work for completeness; reviews case files and documents to evaluate credibility, to include but not limited to: investigator interviews, statements and other phases of investigation; manages criminal case filing system to ensure confidentiality; supervises personnel.

Resolves problems encountered with appropriate solutions; promotes teamwork, informs subordinates of operational matters; develops and implements training, evaluates and initiates formal recommendations for disciplinary actions; responds to formal and informal employee grievances with written responses; evaluates and provides reward and recognition for performance on work of subordinates. Conducts hiring, interviews and selects candidates within respective district of Criminal Investigations.

Establishes to maintain a positive working relationship with the communities, internal and external organizations to build partnerships in crime prevention; assists in legislative study committees on situations relating to criminal investigation and/or law enforcement; provides assistance to all law enforcement entities, federal, local, and state organizations. Determine, establish and maintain materials, equipment, and facility of the district.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and five (5) years of professional experience at the level of a Navajo Nation Senior Criminal Investigator, or ten (10) years of professional experience at the level of BIA/FBI Special Agent; or other investigative agency conducting comprehensive investigations of major crimes.

**Special Requirements:**

- Must possess current State Commission or Certification or able to reinstate certification.
- Must possess the Criminal Investigator Training Program (CITP) Certificate from 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 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.
- Functions and organization of tribal state, and federal government entities.
- Advance principles of criminal justice system and law enforcement agencies.
- Technical research and analytical methods and techniques

Skilled in:

- Using electronic database systems.
- Analyzing, evaluating and disseminating complex crime information from multiple sources.
- Working independently on difficult tasks and assignments
- Analyzing situations quickly and objectively to determine a course of action.
- Supervising subordinates of complex situations within criminal investigations.
- Providing direction, guidance, and training for subordinate employees.
- Communicating efficiently and effectively, both orally and written
- Preparing specialized and complex reports
- Monitoring and ensuring compliance with applicable laws, rules, contractual requirements, policies and procedures.

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