

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0733067

Date Posted: 04/11/11

POSITION NO: 944157

Closing Date: 04/22/11

CLASS CODE: 2181

POSITION TITLE: POLICE LIEUTENANT

DEPARTMENT NAME: DPS/Navajo Police Department

DEPARTMENT NO: 73 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R67A

Days: Split-Shift

Permanent:

SALARY: _____

Hours: Split-Shift

Temporary:

Duration: _____ \$ 49,067.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, organizes, and coordinates various assignments in providing assistance to the Navajo Department of Law Enforcement and Division of Public Safety, such as grant writing, grant solicitation, and grant compliance; ensures compliance with tribal, state, and federal policies, procedures, and regulations; may supervise and evaluate work of subordinates; provides assistance in the development and/or revisions of Division and Departmental goals and objectives, priorities, and budget process; may assist in the coordination and assistance of staff training.

Monitors and prepares reports regarding grants received; attends and may conduct meetings; provide assistance to Administrative staff in the preparation of budgets and for presentation to appropriate committees; performs law enforcement duties, such as making arrests, enforcing tribal, state, and federal laws, preparing and submitting required reports, testifying in court, and providing assistance to law enforcement officers/agencies; assists and coordinates various activities with various groups, agencies, organizations, and other entities to promote public safety; provides assistance during inspections; interprets tribal, state, and federal laws and departmental policies; may enter reports into computer system which includes daily operation, monthly reports, special assignments, etc.; and provides technical assistance to community in problem solving efforts.

QUALIFICATION REQUIREMENTS:

Education and Training:

(1) An Associate's of Arts degree in Criminal Justice or related field; and

OR

(2) A High School diploma or GED; and

Experience:

(1) Two (2) years as a Police Sergeant

OR

(2) Five (5) years police experience, two (2) years of which must have been as a Police Sergeant.

Special Knowledge, Skills and Abilities:

Knowledge of leadership and management skills; of interpreting directives, policies, orders, regulations, and contracts; of criminal and traffic laws of Navajo Nation and States; of the Community Oriented Policing concepts; of the principles and practices of modern police administration, police methods, and the use of police records; of departmental rules, regulations, and applicable federal, state, tribal and local laws; of the practices and methods of law enforcement and criminal investigations; and of all types of firearms, communication equipments, and automobiles used in law enforcement. Skill in planning, organizing, and directing the work of employees performing varied operations connected with police activities and developing proper training; in understanding and interpreting complex laws, rules, regulations, policies, and guidelines; in analyzing situations quickly and objectively to determine the proper course of action; and in establishing and maintaining effective working relationships and verbal and written communication.

License/Certification Requirements:

Must possess an Arizona and/or New Mexico or Utah Peace Officer Standards and Training (POST) certification. Position requires successful completion of background investigation and job-related testing prior to employment. Must complete requirements to obtain Special Law Enforcement Commission within one (1) year from date of hire. May be required to complete an additional approved supervisory course.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99