

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS07315337

DATE POSTED: 05/04/18

POSITION NO: 944157

CLOSING DATE: 05/17/18

POSITION TITLE: Police Lieutenant

DEPARTMENT NAME / WORKSITE: DPS / Navajo Police Department / Shiprock District

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AK68D

WORK HOURS: :00 a.m. - 5:00 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 64,542.40 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 31.03 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Plans, organizes and directs activities of assigned unit or police district operation; ensures compliance with tribal, state and federal policies, procedures, rules and regulations; supervises and evaluates work of assigned subordinates and provides training, guidance and motivation; takes disciplinary action when necessary; works with employees to correct deficiencies; assists in the development and implementation of mission, goals and objectives, priorities and budget; provides and/or coordinates staff training.

Prepares required reports; assists in identifying training needs and requirements of district personnel; attends and conducts meetings; performs law enforcement duties as required; enforces tribal, state and federal laws; makes arrests; prepares incident reports; testifies in court; responds to calls for police services; coordinates program activities with civic groups, organizations, and other entities to identify community concerns and problems; promotes community oriented policing through community interaction; establishes partnerships for problem solving.

Ensures proper maintenance, use and security of equipment and facilities; directs and participates in field operations in response to major accidents; supervises district communications functions; interprets tribal, state and federal laws and department policies; monitors maintenance of district fleet to assure that mechanical work is complete and records are maintained; maintains fleet and fiscal inventory.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and five (5) years police experience, two (2) years of which must have been as a Police Sergeant.

Special Requirements:

- A favorable background investigation.
- Must possess current Arizona, New Mexico or Utah Peace Officer Standards and Training (POST) certification.
- Possess a valid state driver's license.
- Possess Special Law Enforcement Commission (SLEC).
- Successful completion of job-related testing prior to date of hire.

(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 supervisory principles and practices.

Knowledge of the principles and practices of modern police administration and police methods and the use of police records and their application to police administration.

Knowledge of departmental rules and regulations and applicable federal, state, tribal and local laws and ordinances.

Knowledge of the standards by which the quality of police services is evaluated.

Knowledge of the practices and methods of law enforcement, criminal investigation and identification. Knowledge of all types of firearms, communications equipment, 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 and instructional procedures for those employees.

Skill in understanding and interpreting complex laws, rules, regulations, policies, and guidelines. Skill in analyzing situations quickly and objectively to determine the proper course of action.

Skill in maintaining calm during emergencies. Skill in the use of assigned weapons.

Skill in negotiations.

Skill establishing and maintaining effective working relationships. Skill in verbal and written communication.

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