

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

REQUISITION NO: <u>LB08515466</u>	DATE POSTED: <u>05/22/18</u>	
POSITION NO: <u>150123</u>	CLOSING DATE: <u>08/16/18</u>	
POSITION TITLE: <u>Ethics Investigator</u>		
DEPARTMENT NAME / WORKSITE: <u>Ethics and Rules Office - Window Rock, Arizona</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AI60A</u>
WORK HOURS: <u>8 a.m. - 5 p.m.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>29,307.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>14.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

The Ethics Investigator shall conduct investigations of elected officials and employees who are alleged to be in violation of the Navajo Nation Ethics in Government Law/Standards of Conduct. Investigations may result in administrative or civil action. The investigator receives and assesses the merit of intakes filed with the Ethics and Rules Office (ERO); initiates an action if appropriate, and gathers evidence in the form of financial records, witness interviews/statements and secures subpoenas for information as needed. Coordinates and refers cases to federal authorities, state entities, or other tribal departments for criminal investigations or other required action. Serves subpoenas for information and serves complaints, and other pleadings requiring service. Completes investigative reports for review and action by the Ethics Director and Ethics Presenting Officer. Testifies at administrative and civil hearings in support of ethics complaints. Provides presentations to Navajo Nation employees, officials and others regarding the Ethics in Government Law and Standards of conduct.

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

**Minimum Qualifications:**

- A high school diploma/GED, supplemented by two (2) years of college; and two (2) years of investigation experience specializing in white collar investigations and financial auditing; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

*(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:**

Working knowledge of Navajo Nation laws and government; applicable states and federal statutes, rules and regulations; basic principles of case management, accounting principles; practices and methods of criminal investigation including white collar crime, interviewing skills and techniques and report writing; gathering and analyzing information, including financial records; excellent written and oral communication skills.

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