

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

REQUISITION NO: LB0858730

DATE POSTED: 05/27/14

POSITION NO: 242931

CLOSING DATE: 06/10/14

POSITION TITLE: Ethics Investigator

DEPARTMENT NAME / WORKSITE: Ethics and Rules Office, Window Rock, AZ

WORK DAYS: Monday - Friday

REGULAR FULL TIME:

GRADE/STEP: Y60A

WORK HOURS: 8-5 PM

PART TIME:

NO. OF HRS./WK.: \_\_\_\_\_ \$ 27,768.00 PER ANNUM

SEASONAL:

DURATION : \_\_\_\_\_ \$ 13.35 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Investigator shall conduct investigations of elected officials/employees who are perceived to be in violation of established Ethics Laws/Standards of Conduct of the Navajo Nation Statutes; investigates officials / employees who may hold an elected office or occupy positions within the Navajo Nation Government with significant financial or decision making authority; investigations may result in a civil or administrative action, judgment, or sanction depending on the outcome of the investigation; receives and assesses validity of complaints filed with subject office; initiates investigation to determine soundness of the perceived violation; proceeds with investigation if factual evidence supports findings to file a complaint; develops case through commercial paper and supporting documentation, compiles exhibits, witness list, and all other pertinent records establishing probable cause for such complaint; develops case in accordance with legal process and serves subpoenas for records from financial institutions, business establishments, and tribal government programs; coordinates or refers appropriate cases to Federal Government/State entities for prosecution, or other tribal offices/departments for criminal investigation or other required action and assistance as warranted; upon conclusion of investigation, forwards investigative report for supervisory review prior to submittal to the Office of Hearing and Appeals; Testifies to evidence and information secured during investigative phase of case at hearing; provides and conducts educational training sessions regarding Ethics Law and Standards of Conduct for Elected Officials, investigation procedures and other relevant information of the Ethics and Rules Office.

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

**Minimum Qualifications:**

\* A high school diploma or GED; supplemented by two (2) years of college; and two (2) years of investigation experience specializing in white collar investigations and financial auditing.

**Preferred Qualifications:**

- \* An Associate's degree in Police Science or a closely related field.
- \* Two (2) years of white collar crime investigations work experience.
- \* Police Academy graduate.
- \* Forensic interviewing techniques, forensic financial auditing, white collar investigation practices training.

***(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:**

Investigative expertise in use of Navajo Nation Laws, state and federal statutes, rules and regulations; basic principles of case management; accounting principles, practices and methods of criminal investigation; principles of evidentiary management and gathering and securing information, including digital evidence; documents and financial records; court processes, knowledge of administrative law and legal terminology; Skill required in effectively conducting interviews; assessing and analyzing financial records; communicating effectively, producing documents and reports for internal and public dissemination; operating a personal computer; establishing/maintaining effective/cooperative working relationship with other departments, attorneys, litigants, witnesses, interested parties and others involved in Ethics and Rules cases. Work involves a minimum of physical effort in an office setting; some extensive travel is required; work also involves the potential for high stress levels; Navajo Nation Operator's Permit and valid State Driver's License; speak English and Navajo language is preferred.

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