

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01024027

DATE POSTED: 06/13/22

POSITION NO: 204551

CLOSING DATE: 07/08/2022 by 5PM

POSITION TITLE: ATTORNEY

DEPARTMENT NAME / WORKSITE: Office of the Prosecutor - White Collar Crime Unit, Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ68A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 70,908.48 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 33.96 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under supervision of the Chief Prosecutor represents the interest of the Navajo Nation government in the area of White Collar Crime prosecution; and assist as needed, in the prosecution of criminal and civil cases and in the litigation of child neglect, dependencies, juvenile criminal and civil cases, and related juvenile matters as needed. Attend arraignments (as required), trials, adjudications, child dependency adjudications, motion hearings, sentencing and disposition hearings, pretrial conferences, preliminary hearings, and other related issues to court attendance; prepares all required legal documents; reviews investigative reports, legal pleadings from defense counsel, law enforcement reports and related documents; determines nature of the criminal offense; establishes case plan with investigators, law enforcement, and related governmental agencies specializing in white collar crime and most other serious criminal offenses such as vehicular homicide, sexual assault, aggravated batteries, child neglect or spousal abuse, etc.; assigns case plans; provides legal guidance and advice to law enforcement personnel in proceeding with investigation; prepares and obtains search warrants as necessary, conducts follow ups on cases and elements of cases, conducts legal research, review criminal complaints, interview witnesses, included but not limited to other legal matters.

Provides supervision to the White Collar Crime Unit and ensures the continued daily operation and management of the unit; responsible in securing investigation case matters and evidences; coordinates program activities with the Chief Prosecutor; completes and orientates, trains, lectures and advises on numerous law enforcement related law enforcement related laws, regulations and rules. Addresses administrative reports, meetings, direct services, and etc. pursuant to the established Navajo Nation(s) policies. This position is sedentary with potential for high levels of stress. **This position at the pleasure of the Chief**

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Juris Doctorate in Law.
- Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico, or Utah State Bar within one (1) year of date of hire.

Special Requirements:

- Two (2) years experience in prosecution of criminal cases or children's law matters. Two (2) years of management, supervising and/or administrative capacity.
- Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

<<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:

Knowledgeable of Navajo Nation Government and Laws, applicable state and federal statutes, rules, and regulations; basic principles of management, administration, accounting, bookkeeping, etc. Knowledge of the principles, practices and methods of legal research, evidentiary gathering of information, documents, financial records and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques. Skilled in legal research, effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; assessing analyzing and assessing financial and other records to make recommendations and decision on prosecution and other actions; and communication.

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