

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR12610293</u>	DATE POSTED:	<u>06/15/15</u>
POSITION NO:	<u>948991</u>	CLOSING DATE:	<u>OUF</u>
POSITION TITLE:	Wildlife Law Enforcement Manager		
DEPARTMENT NAME / WORKSITE:	<u>DNR / Department of Fish & Wildlife / Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB66A</u>
WORK HOURS:	<u>8 am - 5 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>47,756.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>22.96</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Manages and supervises the Department of Fish and Wildlife/Wildlife Law Enforcement Section. Develops and implements policies, Standard Operating Procedures and guidelines for the Wildlife Law Enforcement Section. Provides for the enforcement of wildlife laws and regulations and ensures compliance with tribal and federal laws, regulations, policies and procedures. Coordinates with legal representatives in the development and editing of tribal fish and wildlife laws and regulations and makes recommendations for new fish and wildlife laws and regulations. Develops and negotiates grant/funding proposals for wildlife enforcement initiatives. Ensures program performance goals are achieved, conducts employee performance monitoring and appraisals as required and ensures Wildlife Law Enforcement training standards are achieved annually. Oversee and manage Wildlife Law Enforcement personnel to ensure proper law enforcement techniques are used; directs or conducts wildlife law enforcement investigations of tribal and federal violations and coordinates with judicial representatives in prosecuting/adjudicating cases. Directs law enforcement field operations and patrols, makes arrests, prepares necessary reports, testifies in tribal and federal courts for civil/criminal cases. Directs and coordinates Department's emergency response activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Wildlife Management, Criminal Justice or a closely related field; and two (02) years of responsible supervisory work experience in law enforcement.

Preferred Qualifications:

- Five (05) years experience in natural resource law enforcement or other law enforcement field experience.
- Three (03) years supervisory work experience in law enforcement.

Special Requirements:

- Possess an approved Basic Law Enforcement Training Certificate.
- Possess a valid state driver's license.
- A favorable background investigation.
- No domestic violence of felony convictions and no misdemeanor or convictions within the past year.

(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 investigative procedures and techniques. Knowledge of court processes and legal terminology. Knowledge of principles and practices of leadership, management, administration, supervision, budgeting, recordkeeping and records management. Knowledge of Department policies, procedures, objectives, laws, regulations and rules. Knowledge of Navajo culture, traditions and practices. Skill in dealing effectively with the general public, law violators, other law enforcement agencies, attorneys, judges, interest groups and organizations. Skill in using firearms. Skill and ability to prepare and present regular and specials reports. Skill in presenting ideas and research data for law or rule changes before legislative bodies. Skill in communicating in oral and written form. Skill in establishing cooperative work relationships with those contacted in the course of work.

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