THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DPS13210294	DATE POSTED:	06/15/15
POSITION NO:	949287	CLOSING DATE:	OUF
POSITION TITLE:	Criminal Investigator		
DEPARTMENT NAME / WORKSITE:	DPS / Department of Criminal Investigations / Window Rock, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	AB66A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 47,756.80	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 22.96	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Conduct Criminal Investigation of felony and misdemeanor crimes within the jurisdiction of the Navajo Nation as noted in the Indian Law Enforcement Reform Act. Investigate criminal acts such as sexual assaults, armed robberies, home invasions, and property crimes such as burglaries; Collect and use forensic evidence to solve crimes; Interview informants, suspects and witnesses; Collect physical evidence and send specimens to laboratory; Run fingerprints through database to obtain matches; Process crime scenes and follow up on leads; Prepare investigative reports; Prepare sketches and diagrams; Obtain search warrants; Perform surveillance and monitor suspects; Assist victims of crime; Coordinate investigative activities with other agencies; Work with prosecutors and testify in criminal court proceedings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and five (5) years of law enforcement experience at the level of Police Officer.

Preferred Qualifications:

- An Associate's degree from an accredited college or university.

Special Requirements:

- Must possess current Arizona Peacce Officer Standards and Training (POST).
- A favorable background investigation. Must never have been convicted of a felony or a domestic violence related charge or any sustained record of dishonesty or untruthfulness and must not hve been convicted of a misdemeanor within the past five (5) years.
- Possess a valid state driver's license.
- Incumbent must obtain a Basic Criminal Investigator's Certificate from the Federal Law Enforcement Training Center within one (1) year of 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 tribal, federal, state, and local laws.
- Knowledge of analyzing and evaluating facts and evidence.
- Knowledge of crime security and collecting and preserving physical evidence.
- Knowledge of managing and containing hostile, volatile and dangerous situations.
- Knowledge of managing an investigative caseload and other diverse responsibilities.
- Knowledge of the use of firearms and other standard and specialized equipment.
- Skill in communicating effectively, both orally and in writing.
- Ability to accurately document enforcement and investigative activities.

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