

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS03924103

DATE POSTED: 06/23/22

POSITION NO: 241806

CLOSING DATE: 07/14/2022 by 5pm

POSITION TITLE: Investigator

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Farmington, NM

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: BQ63A

WORK HOURS: 8 a.m. to 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 41,488.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 19.87 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Conducts investigations regarding alleged customer violations of policies and regulations. Investigates alleged violations by collecting evidence and interviewing witnesses to obtain information regarding alleged violations or regulatory noncompliance. Applies applicable Department for Self Reliance (DSR) policies and eligibility guidelines to investigations of alleged fraud. Monitors, examines, and analyzes records and files; detects improprieties; determines pertinent information for investigation. Uses recording devices in investigation process to document findings and transfers recorded information into report. Prepares comprehensive and detailed reports. Utilizes computers and modern office equipment to process and complete routine duties, reports and monitors cases and payment information. Prepares cases for legal actions and/or prepares documents for use in administrative (formal) or court hearings; testifies in administrative or court hearings as an official witness. Performs related duties as required and deemed necessary.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Criminal Justice, Criminology, Public Administration or related field; and two (2) years of legal investigative work; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- A valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit.
- Within six (6) months of employment, must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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: welfare fraud; Navajo Nation, federal, and state laws, regulations, and guidelines governing aspects of tribal operations; principles, practices, and methods of criminal investigation; standard investigative techniques; court proceedings and ability to testify in court. Skill in: conducting interviews and interrogations; recognizing, collecting, and preserving physical evidence; establishing and maintaining effective working relationships. Strong writing and presentation skills required.

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