THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: OAG0101182 | Date Posted: 12/07/09
POSITION NO: 291158 | Closing Date: OUF
CLASS CODE: 2156
POSITION TITLE: DEPUTY CHIEF PROSECUTOR
DEPARTMENT NAME: Office of the Chief Prosecutor
DEPARTMENT NO: 10 | WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS:
Days: Mon - Fri
Hours: 8 am - 5 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk:

GRADE: N690A
SALARY:
$ $56,264.00 Per Annum
$ 27.05 Per Hour

DUTIES AND RESPONSIBILITIES:

Under administrative direction of the Chief Prosecutor; provides administrative and managerial support to the Chief Prosecutor and the Offices of the Prosecutor; fully participates and shares in the overall management of the office and district offices and exercises full prosecutorial authority; supervises provisional staff. Assures that the success of specific functions are consistent with program plans and objectives by monitoring and evaluating program progress. Makes recommendations with the Chief Prosecutor in changing program plans, goals, work plans, schedules, etc as necessary; Assist with the development and implementation of policies, procedures and budget (general funds and grant funds). Accomplishes functions through supervisors/prosecutors at the central and district offices. Coordinates all central administrative office activities with various governmental agencies engaged in the investigation and prosecution of criminal and civil matter related issues.

Provide technical guidance to administrative & district staff and different law enforcement agencies engage in research and gathering of physical evidence. Review and assign cases to supervisors and/or Senior Prosecutors. Determine importance of case(s) warranting prosecution. Assist prosecutorial staff in the development of case plans, case strategies, evidence gathering and other investigative related matters of significant importance. Attends arraignments and brings cases before the courts of law within the purview of the Navajo Nation. Represents the office and serve on various committees, organizations, state and federal agencies. Maintain effective work relationship with officials from all levels of government and the general public. (Additional tasks can be obtained from department)

QUALIFICATION REQUIREMENTS:

Education and Training:

A Juris Doctorate; and

Experience:

six (6) years of progressive experience as a trial lawyer in criminal law, civil law, administrative law, employment law, taxation, and/or other relevant fields, two (2) years of which must have been in managing and supervising a law office. **(To receive full credit for education/training applicant must submit transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledgeable in Navajo Nation Government and its laws, traditional and customary Navajo law, applicable municipal, tribal, state and federal laws. Knowledge of principles, practices and methods of legal research, evidentiary gathering of information, documents and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, development and presentation. Skilled in legal research, effectively assess, interpret and apply complex laws to information, evidence and other data compiled; make recommendations and decisions on prosecution or other action; communicate effectively and provide effective prosecution of violations of law; operate a personal computer using a variety of software applications; establish and maintain effective and cooperative working relationships with other departments of the Navajo Nation, attorneys, litigants, witnesses, interested parties and others.

Physical Requirements and Work Environment

Work requires sitting at a desk and driving a motor vehicle. Work also involves the potential for high stress levels.

License/Certification Requirements:

Must be eligible for and maintain state certification and membership in the Navajo Nation Bar Association. Depending upon the needs of the Nation may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 08-16-02***