THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	LB00319827	DATE POSTED:	07/06/20
POSITION NO:	241383	CLOSING DATE:	OUF
POSITION TITLE:	Ethics Presenting Officer		
DEPARTMENT NAME / WORKSITE:	Ethics and Rules Office/Legislative Branch, Window Rock, Arizona		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	BC66A
WORK HOURS:	8 am - 5 pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 50,169.60	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :		$ 24.12	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Review and determine the validity of the alleged ethics offense filed with the Ethics and Rules Office; receives and reviews ethics investigative reports; interviews witnesses; conducts analysis of the law; conducts research; drafts ethics complaint; files complaint with OHA to schedule a hearing; conducts legal analysis; drafts other pleadings, such as order to show cause and garnishments to be filed with OHA or Navajo Nation District Courts; prepares garnishment proceeding in accordance with Navajo Nation Garnishment Act; prepares evidence and witnesses for presentation of ethics complaints, introducing evidentiary documents, questioning witnesses and cross-examining opposing witnesses; presents legal arguments to support complaints; drafts orders as requested by the Hearing Officer or Judge. Assists Ethics Investigators in reviewing factual information to develop legal strategies; drafts and files subpoenas; interview witnesses for trial; negotiates settlements; conducts training on the Ethics Law to elected, appointed officials and Navajo Nation employees; conducts ethics clearances by Navajo Nation departments or entities; responds to inquities from officials, the public and other interested parties.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Criminal Justice, Law, Pre-Law, Criminology or a closely related field; and three (3) years of experience representing clients before the Navajo Nation Courts or administrative tribunals; or an equivalent combination of education and experience.

Special Requirements:

- Must be eligible for and maintain membership in the Navajo Nation Bar Association.
- A favorable background investigation.
- Possess a valid state driver's license.

(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 Navajo Nation laws and applicable state and federal statutes, rules and regulations; knowledge of basic principles of accounting, bookkeeping, records, file and case management; knowledge of principles, practices and methods of criminal investigation information assessment; knowledge of principles of evidentiary gathering of information, documents and financial records; knowledge of court processes, administrative law processes and legal terminology; Skills in effectively assessing, interpreting and applying laws and evidence gathered; assessing and analyzing financial records; communicating effectively and producing documents and reports for internal and public dissemination; operating a personal computer utilizing a variety of software applications; establishing and maintaining effective and cooperative working relationships with other departments of the Navajo Nation, attorneys, litigants, witnesses, interested parties and others.

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