**THE NAVAJO NATION**
**Department of Personnel Management**
**JOB VACANCY ANNOUNCEMENT**

**REQUISITION NO:** DPS13218217  
**POSITION NO:** 940185  
**DATE POSTED:** 07/10/19  
**CLOSING DATE:** 07/23/2019 5:00pm

**POSITION TITLE:** Director of Criminal Investigations

**DEPARTMENT NAME / WORKSITE:** Criminal Investigations/Window Rock

**WORK DAYS:** Monday-Friday  
**REGULAR FULL TIME:** ☑  
**GRADE/STEP:** AT71A

**WORK HOURS:** 8:00am-5:00pm  
**PART TIME:** ☐

**SENSITIVE:** ☑  
**SEASONAL:** ☐  
**NO. OF HRS./WK.:** $77,604.80

**NON-SENSITIVE:** ☐  
**TEMPORARY:** ☐  
**DURATION:** $37.31

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**DUTIES AND RESPONSIBILITIES:**

Performs Navajo Department of Criminal Investigations departmental head managerial oversight. Under general oversight from the Director of Public Safety, while working in conjunction with other Navajo Division of Public Safety department heads, conducts administrative and management duties of considerable difficulty regarding the enforcement of law and order and prevention of crime on the Navajo Nation. Works with public and political persons, businesses, and/or organizations. Develops vision, goals, and objectives for the department through planning, coordinating and directing the activities of the Navajo Department of Criminal Investigations; evaluates program activities to ensure contract and legal compliance. Develops budgets and future cost projections while maintaining fiscal responsibility and accountability. Develops and approves departmental policies and procedures utilizing all appropriate Navajo Nation laws and guidelines. Handles hiring, firing, and disciplinary oversight to ensure all applicable standards are maintained.

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**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by ninety (90) credit hours from an accredited college or university; and six (6) years of professional experience at the level of criminal investigator supervisor managing complex criminal investigations, fraudulent schemes and organized crime investigations.

**Special Requirements:**

- Must possess current Arizona and New Mexico Peace Officer Standards and training (POST) Certification.
- Must possess the Federal Criminal Investigator Certification from the Federal Law Enforcement Training Center.
- A favorable background investigation. Must never have been convicted of a felony or domestic violence or a domestic violence related charge or any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.
- Possess a valid state drivers 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.)*

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**Special Knowledge, Skills and Abilities:**

Knowledge of principles, practices and techniques of law enforcement administration, organization and operations, including fiscal and human resources management.

Knowledge of Tribal, State and Federal codes, rules, regulations and laws affecting the activities of the Department.

Knowledge of principles and methods of organization, administration, supervision and personnel management.

Knowledge of technical and administrative methods of crime prevention, law enforcement, criminal investigation and identification, safety and related functions.

Skill in effectively communicating both orally and in writing.

Skill in establishing and maintaining effective working relationships with Department heads, Federal and Tribal officials.

Skill in use of computers and related computer applications and software.

Ability to exercise initiative and judgement in interpreting and applying policies and regulations.

Ability to analyze sensitive and complex law enforcement problems and adopt quick, effective and a reasonable course of action.

Ability to prepare clear, concise and comprehensive reports.

Ability to effectively deal with others in complex and controversial situations.

Ability to establish and maintain cooperative and effective working relationships with the public, governmental officials and employees.