THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **OAG0101556** Date Posted: 03/15/10
POSITION NO: **240951** Closing Date: OUF
CLASS CODE: 2158
POSITION TITLE: **PROSECUTOR**
DEPARTMENT NAME: Office of the Prosecutor - Dilkon District
DEPARTMENT NO: 10 WORKSITE LOCATION: Dilkon, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N65A - N65D
Days: Mon - Fri Permanent: ☑ SALARY:
Hours: 8 am - 5 pm Temporary: ☐ Duration: $ $40,081.60 - $43,576.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40+ $ 19.27 - 20.95 Per Hour
DEPENDING ON EXPERIENCE

DUTIES AND RESPONSIBILITIES:
Represents the interests of the Navajo Nation in prosecuting individuals alleged to have violated provisions of the Navajo Nation Code; reviews citations, arrest sheets and other law enforcement documents and reports; interviews witnesses, gathers facts and data; determines if sufficient evidence exists to support the charges; conducts legal research; drafts complaints, motions and/or other legal proceedings; prepares a legal strategy; gathers and compiles evidence; identifies and subpoenas witnesses, records and other information required to present the case. Prepares and presents criminal and civil cases in the Navajo Nation and appellate courts; prepares legal memoranda, briefs, motions and other required documents for court presentation; performs extensive legal research.
Attends staff meetings, training, law seminars and workshops; provides training to Prosecutors and Juvenile Presenting Officers and on request to law enforcement personnel; collaborates with law enforcement agencies; Negotiates settlement with opposing parties. Present major and complex litigation in District and Family Courts; perform extensive legal research. Perform other work-related tasks as assigned. ***Serves at the pleasure of the Chief Prosecutor.***

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Pre-law, Criminal Justice, Criminology or a closely related field; and

Experience:
three (3) years of progressively responsible experience reviewing, assessing, analyzing information, making presentations or performing closely related duties; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(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.

License/Certification Requirements:
Must be eligible for and maintain 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***