THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOJ0108951**	DATE POSTED:	**07/21/14**
POSITION NO:	240951	CLOSING DATE:	**08/01/14**
POSITION TITLE:	**Prosecutor**		
DEPARTMENT NAME / WORKSITE:	**DOJ/Office of the Prosecutor - Kayenta District**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y65A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 42,764.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 20.56	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Represents the interest 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; and perform other work-related tasks/assignments as assigned. This position is sedentary with a potential for high levels of stress. ***This position serves at the pleasure of the Chief Prosecutor.***

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Pre-Law, Criminal Justice, Criminology or a closely related field; and three (3) years of progressively responsible experience reviewing, assessing, analyzing information, making presentations or performing closely related duties.

Preferred Qualifications:

- A Master's degree in Pre-Law, Criminal Justice, Criminology or a closely related field.

Special Requirements:

- Must be eligible for and maintain membership in the Navajo Nation Bar Association.

(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:

Knowledgeable in Navajo Nation Government and Laws, applicable state and federal statutes, rules, and regulations; basic principles of judicial procedures and rules of evidence; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation. Skilled in legal research, effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; analyzing records, verbal and written communications and establishing and maintaining effective and cooperative working relationships.

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