

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01024385

DATE POSTED: 07/26/22

POSITION NO: 245149

CLOSING DATE: 08/26/2022 by 5pm

POSITION TITLE: PROSECUTOR

DEPARTMENT NAME / WORKSITE: Office of the Prosecutor - Ramah District, Ramah, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ65A

WORK HOURS: 8 a.m. - 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 49,318.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 23.62 PER HOUR

NON-SENSITIVE 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.

Addresses administrative matters relating to the district office such as: oversee the district staff, hold district staff meetings, office operations/management, completing annual employee evaluations and recommendations, bi-weekly timesheets, employee relations/actions, make district level budgetary recommendations, and etc. 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 legal information, developing and/or presenting court cases in a court setting or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.
- Current admission in the Navajo Nation Bar Association or the intention of seeking and securing admission into the Navajo Nation Bar Association within one (1) year of the date of hire.

(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 of applicable Navajo Nation, state and federal statutes, rules and regulations and codes; Knowledge of principles, practices and methods of legal research; Knowledge of principles of judicial procedures and rules of evidence; Knowledge of court processes, administrative law processes and legal terminology; Knowledge of legal strategies, their development and presentations; Skilled in effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; Skilled in analyzing records; Skilled in verbal and written communication; Skilled in operating a personal computer utilizing a variety of software applications; and Skilled in 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.