

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01024397

DATE POSTED: 07/28/22

POSITION NO: 240951

CLOSING DATE: 8/10/2022 by 5 pm

POSITION TITLE: SENIOR PROSECUTOR

DEPARTMENT NAME / WORKSITE: Office of the Prosecutor / Crownpoint, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ67A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 58,276.08 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 27.91 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 and present major and complex litigation in District and Family Courts. 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; collaborates with law enforcement agencies; and negotiates settlement with opposing parties. Manages and oversees the daily district office operations; supervises lower level prosecutors and supporting legal staff; attends meetings, training, law conference/seminars and workshops; mentors Prosecutors and Juvenile Presenting Officers; provides training to law enforcement personnel as requested; completes annual Employee Performance Appraisals and make recommendations; addresses personnel matters, prepares quarterly/annual reports/statical information; 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 five (5) years of progressively responsible experience as a trial or office attorney, litigator, legal educator or closely related responsibilities involving exposure to criminal law, civil law, administrative law, employment law, taxation, and/or relevant fields, two (2) years of which must have been in a management, supervisory and/or administrative capacity; 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 on the intention of seeking and securing admission into the Navajo Nation Bar Association within one (1) year of the date of hire.

<<A favorable background investigation>>

(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.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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