THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0582227** Date Posted: **08/02/10**

POSITION NO: 241019 Closing Date: **08/16/10**

CLASS CODE: 3172

POSITION TITLE: Ranger

DEPARTMENT NAME: NAVAJO PARKS & RECREATION DEPARTMENT

DEPARTMENT NO: 58 WORKSITE LOCATION: WINDOW ROCK, AZ

WORKS DAYS/HOURS:

Days: Varies

Hours: Varies

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: _____

GRADE: N590A

SALARY

$ 23,899.20 Per Annum

$ 11.49 Per Hour

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, performs of moderate difficulty engaged in law enforcement activities, investigations, conservation and related work within an assigned shift or special project/assignment for the Window Rock Fairgrounds area; to perform and maintain awareness of park protection and submit reports on any unauthorized events and activities; to assist and oversee the fairgrounds facilities when the Sports Center and Special Events hold activities or events on weekends; secures doors after events and other assigned duties by the Supervisor. To patrol the fairgrounds facilities and office areas to monitor scheduled activities and protect the facilities/buildings and report any problems or adverse conditions and deter violations. To ensure that special use and rentals are in place by documentation and other activities such as loitering, skateboarding, etc, is not allowed on the fairgrounds. Other activities such as camping and backcountry uses are not allowed during the off season and users should have the required permits. To patrol the campgrounds, parking lots and other fairgrounds areas to protect the property.

To enforce Navajo natural resource laws and park regulations and policies. Inspect business operations, including tour operators, vendors, food sellers and concessions to ensure they have required permits and insurance. To issue citations and warnings to violators and stop unauthorized activities. To contact visitors, residents and other people in the fairgrounds area and to provide information and assist as needed. To meet with visitors to discuss park policies, projects, regulations and plans to obtain their cooperation and support. To respond to emergencies and assist with providing first aid and traffic control until assistance arrives. To attend required trainings, refresher courses and meetings to maintain law enforcement certification and commissions.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED

Experience:

One (1) year experience as a ranger, military or civilian law enforcement officer or closely related responsibilities.

To receive full credit for education and training, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation and applicable state and federal statutes, rules, administrative orders, policies and procedures, governing natural resources and protection. Knowledge of court processes and legal terminology; knowledge of basic principles of law enforcement, first aid, cultural and natural resource management. Skills in conducting field investigations, working cooperatively and courteously but frimaly with all segments of the general public, evaluation of situations, make effective decisions under pressure and taking appropriate actions, and following oral and written instructions.

License/Certification Requirements:

Valid State Driver's License and Navajo Nation Vehicle Operator's Permit. Must have completed an approved Basic Law Enforcement Training Program; pass a criminal background investigation and undergo a physical examination once a year. Within 60 days of employment must obtain a Navajo Ranger Commission, and a BIA-Deputy Special Officer Commission license.

VETERANS PREFERNCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***