

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1312214

Date Posted: 08/02/10

POSITION NO: 940774

Closing Date: 08/16/10

CLASS CODE: 2182

POSITION TITLE: POLICE SERGEANT

DEPARTMENT NAME: DPS/Navajo Police Department

DEPARTMENT NO: 131 WORKSITE LOCATION: Dilkon, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N660A

Days: Split-Shift

Permanent:

SALARY:

Hours: Split-Shift

Temporary:

Duration: \$ 43,451.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 20.89 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides leadership to supervisors, subordinates, and co-workers; provides supervision over the patrol and dispatch center functions; must be able to interpret district directives, Navajo Nation Personnel Policies Manual, Division of Public Safety General Orders, Department of Law Enforcement Rules and Regulations, and BIA 93-638 Contract requirements; enforces the criminal and traffic laws of the Navajo Nation and the States of Arizona, New Mexico, and Utah; monitors and applies appropriate actions regarding the major crimes and enforcement of such laws during tour of duty; monitors the Community Oriented Policing concept and works closely with the communities, schools, businesses, and chapters on problem solving issues and promoting safety to youth programs. Receives complaints from public regarding non-submission of police reports or incomplete reports; receives complaints against subordinates regarding misconduct; required to conduct administrative investigation into complaint(s) and initiate appropriate corrective actions to improve subordinates performance and to alleviate future problems; assumes responsibility for the Delegation of Authority as District Lieutenant or Captain and assumes the duties/responsibilities of such position to ensure services are performed to the public and the administration of the district; may enter reports into computer which includes daily operations, monthly reports, disciplinary action reports, special assignments, delegated assignments, shift schedules, progress reports, and other documents affecting the district and its functions/operations; enters incident reports and/or accident reports into the CRIS system or submits them manually to the DPS records section; schedules meetings; conducts in-service training; attends meetings with command staff and provides feedback regarding assignments and reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School diploma or GED; and

Experience:

five (5) years police officer experience. **(To receive full credit for education/training, applicant must submit transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of supervisory principles and practices; of departmental rules and regulations and applicable federal, state, tribal, and local laws and ordinances; of the practices and methods of law enforcement, criminal investigation and identification; and of all types of firearms, communication equipments, and automobiles used in law enforcement. Skill in analyzing situations quickly and objectively to determine the proper course of action; in the use of assigned weapons; in planning work and motivating subordinates in carrying out assignments; in establishing and maintaining effective working relationships; and in verbal and written communications. Ability to pass the physical fitness standard put forth by the Bureau of Indian Affairs for police. Work requires walking, running, lifting, and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and lift treating situations can occur.

License/Certification Requirements:

Must possess an Arizona, New Mexico or Utah Peace Officer Standards and Training (POST) certification. Position requires successful completion of background investigation and job-related testing prior to employment. Must complete requirements to obtain Special Law Enforcement Commission within one (1) year from date of hire. Must complete the required supervisory course within one (1) year of appointment.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99