

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1322216

Date Posted: 08/02/10

POSITION NO: 241002

Closing Date: 08/16/10

CLASS CODE: 2175

POSITION TITLE: CHIEF OF CRIMINAL INVESTIGATIONS

DEPARTMENT NAME: DPS/Department of Criminal Investigations

DEPARTMENT NO: 132 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: N700A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 61,360.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 29.50 Per Hour

DUTIES AND RESPONSIBILITIES:

Direct and manage all seven Department of Criminal Investigations districts. Monitor, plan, evaluate, and supervise the functions and operations of Criminal Investigations of Division of Public Safety. Ensure compliance requirements of commissioned personnel are met regarding all applicable tribal, state, and federal requirements. Develop and implement departmental goals and objectives. Monitor departmental performance. Conduct departmental inspections with command staff of Division of Public Safety. Control and monitor documentation processing of information, evidence, and administrative functions. Actively seek methods to improve the department. Evaluate and monitor work load of administrative support staff and department supervisors of Criminal Investigations. Establish budget priorities and prepare budgets on an annual basis. Monitor and assess the annual budget. Present budgets to the oversight committee of Public Safety, Office of Management and Budget, and Office of the President/Vice-President. Provide justification of over/under spending of budgets. Participate in budget negotiations and contract modifications. Monitor and actively assist in the recruitment of qualified personnel. Testify at congressional, state, and tribal legislative hearings. Serve on task forces, boards, and/or committees to benefit the department and division. Actively seek additional funding through grants and proposals. Review/evaluate documents processed through the department.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Criminal Justice or related field; and

Experience:

Six (6) years responsible police experience, four (4) years of which must have been in criminal investigations and two (2) years of which must have been in a supervisory capacity. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of principles and practices of modern law enforcement and criminal investigations methods; of supervisory and managerial principles and practices; of departmental rules, regulations, policies and procedures, and applicable tribal, federal, state, and local laws and ordinances; of the Navajo culture and traditions; of the standards by which the quality of criminal investigative services are evaluated; and of budget and grant preparation and fiscal management. Skill in planning, organizing, and directing the work of employees performing varied operations connected with criminal investigative/law enforcement activities; in analyzing problems and identifying alternative solutions, projecting proposed actions, and implementing recommendations in support of goals; in verbal and written communication; in working with other law enforcement personnel in addressing community problems in an efficient manner; in understanding and interpreting complex laws, rules, regulations, policies, and guidelines; in analyzing situations quickly and objectively to determine proper course of action; in being calm during emergencies; and in establishing and maintaining effective working relationships.

License/Certification Requirements:

Graduation from Federal Bureau of Investigation Academy preferred; successful completion of Federal Law Enforcement Training - Basic Criminal Investigator Training. Must successfully pass a background investigations prior to appointment. Must complete additional approved supervisory and management training within one (1) year of appointment. Must pass Peace Officer Standards and Training (POST)/BIA Law Enforcement certification/commission. Additional certification/training may be required.

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