

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00314173 DATE POSTED: 08/11/17
POSITION NO: 241383 CLOSING DATE: 08/24/17
POSITION TITLE: Ethics Presenting Officer
DEPARTMENT NAME / WORKSITE: Office of Legislative Services/Ethics and Rules Office - Window Rock, Arizona
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB63A
WORK HOURS: 8 a.m. - 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 37,065.60 PER ANNUM
SEASONAL: DURATION : _____ \$ 17.82 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Receive and analyze ethics investigative reports and draft ethics complaints and other legal pleadings for filing with the Office of Hearings and Appeals; present ethics complaints before the Hearings and Appeals hearing officer and enforce the Ethics in Government Law. Enforce collection of ethics judgments pursuant to the Ethics in Government Law Garnishment Act. Assist ethics investigators in developing a legal strategy and prepare investigative subpoenas as needed. Interview witnesses in preparation for trial. Negotiate settlement when appropriate. Conduct training on the Ethics in Government Law to chapter officials, chapter staff, other elected officials, appointed officials, and employees of the Navajo Nation; conduct ethics clearances as requested by other Navajo Nation departments; other tasks as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates' degree in Criminal Justice, Police Science, Criminology, Business or Public Administration, Accounting or a closely related field; and three (3) years of progressively responsible experience conducting, analyzing, assessing and presenting the results of legal investigative work; or an equivalent combination of education and experience.

Special Requirements:

- Must be eligible for and maintain membership in the Navajo Nation Bar Association.

(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 Navajo Nation Government and Laws, applicable state and federal statutes, rules and regulations. Skilled in legal research, analysis and writing.

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