

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS13218536

DATE POSTED: 08/28/19

POSITION NO: 944049

CLOSING DATE: 09/18/19 5:00pm

POSITION TITLE: SENIOR CRIMINAL INVESTIGATOR

DEPARTMENT NAME / WORKSITE: Navajo Department of Criminal Investigations - Chinle, AZ

WORK DAYS: <u>M-F</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AT68A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>59,904.00</u> PER ANNUM
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____
		\$ <u>28.80</u> PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Conduct investigations of alleged or suspected felony and/or misdemeanor criminal violation of Federal, State, and/or local tribal laws, in accordance with the Uniform Crime Reporting of major crimes. Identifies, determines, and provides scope of the crime, elements of the crime and direction of the investigations. Reviews police officer referrals. Provides tactical response, technical assistance, guidance, and training to law enforcement staff and agencies. Conducts public awareness and presentations to the general public. Delegates tasks to other investigators, police officials and special agents.

Process crime scene(s) by identifying, photographing, collecting, and preserving physical evidence for submission to the laboratory such as, but not limited to; controlled substances, fingerprinting, blood and/or bodily fluids. Collects bio-hazardous post mortem fluids; transports human corpses to medical/pathological facilities as needed; participates in exhumation of human remains; authenticates certificates of death. Recover property of an investigation. Interviews victims, suspects, and witnesses. Conducts forensic child interviews. Supervises while on-scene police officers. Obtains and serves warrants and subpoenas. Analyzes evidence and document findings; prepares case status updates and provides detail reports, to include diagrams and sketches. Performs surveillance and monitor suspects and use informants to obtain leads and information. Transport suspect(s), victim(s), and/or victims as needed for investigative purposes. Attend and testify in criminal court proceedings. Maintains certification requirements for training and other requirements to retain law enforcement commission status. Assists in planning, organizing, and coordinating the operation of a district criminal investigations unit; may supervisor other criminal investigators and support staff, review operational documents and monitor maintenance of fleet.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school or GED; and five (5) years of professional law enforcement experience at the level of criminal investigator or five (5) years of professional experience at the level of BIA/FBI special agent or other Federal special agent with responsibility of investigating federal major crimes.

**Special Requirements:**

- Must possess current United States recognized Peace Officer Certification or be able to reinstate Certification.
- Must possess the Federal Criminal Investigator Certificate from the Federal Law Enforcement Training Center.
- A favorable background investigation. Must never have been convicted of a felony or domestic violence or a domestic violence related charge of any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.
- Possess a valid state driver's license.

*(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:**

Knowledge of:

- Tribal, federal, state, and local laws and ordinances of modern police administration and methods.
- Principles and practices of modern police administration and methods
- Criminal justice system functions and operations
- Practices and methods of criminal investigation, major crimes and identification.
- Methods and procedures for defusing and managing volatile situations and violent and hostile offenders.
- All types of firearms, communications equipment and automobiles used in law enforcement.

Skilled in:

- Interviewing and interrogation lawful techniques and methods.
- Analyzing and evaluating facts and evidence to formulate a defensible investigative conclusion.
- Securing and processing crime scene to collect and preserve evidence.
- Managing and containing a hostile, volatile stressful, and dangerous situation(s) with making difficult decisions and directing operations.
- Managing an investigative caseload and other diverse responsibilities.
- Maintaining certifications and qualifications of firearms, equipment and other standard requirements.
- Communicating efficiently and effectively, both orally and written.
- Analyzing situations quickly and objectively to determine a course of action to enforce laws tactfully, firmly and impartially
- Establish and maintain an effective working relationships.
- Writing logical and clear reports
- Recognizing, collecting and presenting evidence in court.

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