

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01019975
POSITION NO: 244513
POSITION TITLE: _____

DATE POSTED: 08/28/20
CLOSING DATE: Open Until Filled

DEPARTMENT NAME / WORKSITE: Prosecutor
Office of the Prosecutor - Kayenta District
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: BC65A
WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 46,300.80 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 22.26 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Represents the interest of the Navajo Nation in juvenile adjudications, dependencies, Children in Need of Supervision (CHNS); research and study of litigation of juvenile proceedings and child neglect cases including appellate cases, reviews police, social service, and related reports/complaints, and other law enforcement documents and reports; prepares oral arguments, gathers facts and data; determines if sufficient evidence exists to support the charges; attends juvenile related hearings in Navajo Nation Courts; conducts legal research; drafts complaints, motions and/or other legal proceedings; prepares a legal strategy; identifies and subpoenas witnesses, records and other information required to present the case, prepares legal memoranda, briefs, motions and other required documents for court presentation; performs extensive legal research. Makes decisions in sensitive case and seeks assistance as needed in the juvenile matter
Attends staff meetings, training, seminars and workshops; assists/collaborates other Juvenile Presenting Officers, law enforcement personnel, social services workers, and etc.; present complex adjudication in family courts; and completes other work-related tasks/assignments as assigned. This position is sedentary with a potential for high levels of stress with high level of confidentiality. This position serves at the pleasure of the Chief Prosecutor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Pre-Law, Criminal Justice, Criminology or a closely related field; and three (3) years of progressively responsible experience reviewing, assessing, analyzing legal information developing and /or presenting court cases in a court setting; or an equivalent combination of education and experience.

Special Requirements:

- Current admission in the Navajo Nation Bar Association or the intention of seeking and securing admission into the Navajo Nation Bar Association within one (1) year of date of hire.
- Possess a valid state driver's license.
- A favorable background investigation.

(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; basic principles of management, administration, accounting, bookkeeping, etc. Knowledge of the principles, practices and methods of legal research, evidentiary gathering of information, documents, financial records and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques. Skilled in legal research, effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; assessing analyzing and assessing financial and other records to make recommendations and decision on prosecution and other actions; and communication.

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