

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

REQUISITION NO: DOJ01018621  
POSITION NO: 297942  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 09/10/19  
CLOSING DATE: 09/23/19

**PROSECUTOR**

DEPARTMENT NAME / WORKSITE: Office of the Prosecutor Kayenta District / Kayenta, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR65A</u>
WORK HOURS: <u>8 a.m. - 5 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>45,385.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>21.82</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Represents the interest of the Navajo Nation in prosecuting individuals alleged to have violated provisions of the Navajo Nation Code; reviews citations, arrest sheets and other law enforcement documents and reports; interviews witnesses, gathers facts and data; determines if sufficient evidence exists to support the charges; conducts legal research; drafts complaints, motions and/or other legal proceedings; prepares a legal strategy; gathers and compiles evidence; identifies and subpoenas witnesses, records and other information required to present the case. Prepares and presents criminal and civil cases in the Navajo Nation and appellate courts; prepares legal memoranda, briefs, motions and other required documents for court presentation; performs extensive legal research.

Attends staff meetings, training, law seminars and workshops; provides training to Prosecutors and Juvenile Presenting Officers and on request to law enforcement personnel; collaborates with law enforcement agencies; negotiates settlement with opposing parties. Present major and complex litigation in District and Family Courts; perform extensive legal research; and perform other work-related tasks/assignments as assigned. This position is sedentary with a potential for high levels of stress. ***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:**

- Possess a valid state driver's license.
- A favorable background investigation.
- 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.

***(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 applicable Navajo Nation, state and federal statutes, rules and regulations and codes; Knowledge of principles, practices and methods of legal research; Knowledge of principles of judicial procedures and rules of evidence; Knowledge of court processes, administrative law processes and legal terminology; Knowledge of legal strategies, their development and presentations; Skilled in effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; Skilled in analyzing records; Skilled in verbal and written communication; Skilled in operating a personal computer utilizing a variety of software applications; and Skilled in establishing and maintaining effective and cooperative working relationships.

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