

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0028161

Date Posted: 09/23/13

POSITION NO: 237003

Closing Date: OUF

CLASS CODE: 2183

POSITION TITLE: SENIOR POLICE OFFICER

DEPARTMENT NAME: OFFICE OF THE PRESIDENT AND VICE PRESIDENT/EXECUTIVE PROTECTION SERVICES

DEPARTMENT NO: 2 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R65B

Days: Split-Shift Permanent: SALARY: _____

Hours: Split-Shift Temporary: Duration: _____ \$ 42,744.00 Per Annum

Part-Time: No. of Hrs/Wk: _____ \$ 20.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Serves as lead police officer, provides work guidance and direction to lower level police officers in carrying out procedures and measures to provide law enforcement services; serves as acting police sergeant in his/her absence; patrols assigned area for the prevention of crime and enforcement of all applicable criminal traffic, narcotics, and liquor laws; carries firearms; responds to calls for service involving crimes such as robberies, assaults, homicides, and narcotics violations; responds to general public service calls for civil or societal problems. Issues traffic summons, warnings and vehicle equipment repair orders; makes arrests, searches suspects for weapons and evidence; advises suspects of rights; completes and maintains various reports and other documentation related to assigned police activities; responds to calls involving traffic accidents, criminal and other violation; investigates and secures crime scenes; interviews witnesses; interrogates suspects; takes photograph and/or diagrams crime scene as needed; seizes controlled substance, evidence and recovers stolen property; provides backup and assists other police units.

Assigned duty place will be at the Office of the President and Vice President. Officer will ensure the health, welfare and safety of the President and Vice President of the Navajo Nation, their immediate family members and visiting dignitaries. To Prevent intentional or unintentional injury to the Principal(s) To prevent kidnapping and assassination attempts against the Principal(s) To provide the Principal(s) with first aid and treatment, including immediate safe transport to the nearest medical facility in the event of an emergency.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School diploma or GED; and

Experience:

Three (3) years Police Officer, Criminal Investigator, Ranger or military police experience.

(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 in the following areas: principles and practices of modern police administration and methods; departmental rules and regulations and applicable federal, state, local and tribal laws and ordinances; standards by which the quality of police services is evaluated; the practices and methods of law enforcement, criminal investigation and identification; all types of firearms, communication equipment and automobiles used in law enforcement. Skill in the following areas: in analyzing situations quickly and objectively to determine the proper course of action; maintaining calm during emergencies; the use of assigned weapons; and establishing and maintaining effective working relationships. Ability to understand and follow written and oral instructions and to relate information clearly and accurately as necessarily; to enforce laws tactfully, firmly and impartially; to prepare tactical reports and correspondences; and ability to make community presentations, crime prevention activities, gang awareness, and implementing the Community Oriented Policing concept.

License/Certification Requirements:

Must be certified by Arizona or New Mexico Peace Officer Standards and Training (POST) and a valid driver's license. Position requires successful completion of background investigation and job-related testing. Must be in compliance with the Federal Domestic Violence Act. OR Equivalent out-of-state certification and must obtain POST certification in Arizona or New Mexico within one (1) year from date of hire. Positions requires successful completion of background investigation and job-related testing. Must be in with the Federal Domestic Violence Act.

OR

Equivalent out-of-state certification and must obtain POST certification in Arizona or New Mexico within one (1) year of date of hire. Must possess a valid state driver's license. Position requires successful completion of background investigation and job-related testing prior to date of hire. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit. Within one (1) year of date of hire must obtain Special Law Enforcement Commission. Must be in compliance with the Federal Domestic Violence Act.

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