

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

|   |  |                               |
|---|--|-------------------------------|
| REQUISITION NO: <u>DPS02120204</u>  | DATE POSTED: <u>10/20/20</u>                               |                               |
| POSITION NO: <u>244636</u>  | CLOSING DATE: <u>11/09/20</u>                              |                               |
| POSITION TITLE: <u>Background Investigator (DPS) (2 Pos)</u>                          |  |                               |
| DEPARTMENT NAME / WORKSITE: <u>DPS/Navajo Police Department/ Window Rock, Arizona</u> |  |                               |
| WORK DAYS: <u>Monday to Friday</u>  | REGULAR FULL TIME: <input checked="" type="checkbox"/>     | GRADE/STEP: <u>BC60A</u>      |
| WORK HOURS: <u>8am - 5pm</u>  | PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ | \$ <u>30,638.40</u> PER ANNUM |
| SENSITIVE <input checked="" type="checkbox"/>   | SEASONAL: <input type="checkbox"/> DURATION : _____        | \$ <u>14.73</u> PER HOUR      |
| NON-SENSITIVE <input type="checkbox"/>  | TEMPORARY: <input type="checkbox"/>                        |                               |

**DUTIES AND RESPONSIBILITIES:**

Conducts background investigations, including local searches and requests for dispositions, if needed; issues requests to various record holders (i.e. courts, police departments, state, tribal, federal, county, motor vehicle division, etc.); issues letters to governmental agencies requesting for other negative information; compiles criminal history reports received from federal, state, local, tribal and governmental entities and verifies all information; records all reported charges and negative information on investigative case summary, including charges with mitigating factors, description of events, explanation, clarification and other information that was disclosed during investigation.

Reviews and verifies security packet documents submitted for completeness and accuracy (i.e., application for fingerprinting clearance, declaration form and consent, acknowledge of understanding, supplementary data forms, etc.) authorizing background checks, fingerprinting and adjudication for employees, volunteers, interns and applicants for employment with the Navajo Police Department; provides technical assistance and guidance to supervisors regarding required documents, background check, suitability assessment and fingerprinting processes, and applicable laws, policies and procedures.

Ensures all background investigations and fingerprinting are completed in a timely manner; ensures compliance with internal guidelines for background investigations and applicable policies and procedures; completes certification of investigation and adjudication when investigation is completed and forwards the case to the Adjudicator for adjudication.

Participates in the development and maintenance of an automated tracking system for background investigations, adjudication and fingerprinting; ensures that declaration form and consent are submitted and that background checks are completed in accordance with applicable laws, policies and procedures; ensures confidentiality; uses discretionary judgment when requested to disclose confidential background check information on applicants, volunteers, interns and employees; prepares required documents.

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

**Minimum Qualifications:**

- A high school diploma/GED, supplemented by 6 to 12 months of specialized training in general office procedures; and three (3) years of investigative technical support work experience; or an equivalent combination of education and experience.

**Special Requirements:**

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

**Supplemental Requirements:**

Incumbent must obtain Background Investigation training within 90 days of date of hire; and must obtain Background Investigation, Fingerprinting and Adjudication Certification within six (6) months 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:**

Knowledge of laws, policies and procedures pertaining to background investigations, adjudication and fingerprinting.

Knowledge of fingerprinting techniques and methods.

Knowledge of computer software, word processing, databases and spreadsheet applications.

Skill in preparing a variety of records, reports and correspondence using appropriate formats.

Skill in working with computers and applicable software applications.

Skill in the operation of modern office equipment (e.g. photocopiers, personal computers).

Skill in applying judgment in the release of confidential information.

Skill in maintaining filing and records systems.

Skill in communicating effectively both orally and in writing.

Skill in establishing and maintaining effective working relationships

Ability to interpret and analyze informational needs, provide technical advice and guidance on background investigation and adjudication processes.

Ability to create, compose and edit written materials.

Ability to analyze and resolve problems.

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