

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

REQUISITION NO: LB08514645  
POSITION NO: 202043  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 11/06/17  
CLOSING DATE: OUF

**Ethics Investigator**

DEPARTMENT NAME / WORKSITE: Office of Legislative Services/Ethics and Rules Office - Window Rock, Arizona

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A160A</u>
WORK HOURS: <u>8 a.m. - 5 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>29,307.20</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>14.09</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

The Investigator shall conduct investigations of elected officials and employees who are reported to be in violation of the Navajo Nation Ethics in Government Law/Standards of Conduct. Investigations may result in administrative or civil action. The Investigator receives and assesses the merit of intakes filed with the Ethics and Rules Office (ERO); initiates an investigation if warranted and gathers evidence in the form of financial records, witness interviews/statements, secures subpoenas for information when needed. Coordinates or refers appropriate cases to Federal Government/State entities for prosecution or other tribal departments for criminal investigation or other required action. Serves subpoenas for documents, notice of hearing, witness appearances, etc. Completes investigative reports for review and action by the Executive Director and Ethics Presenting Officer. Appears at administrative hearings and civil hearings to testify in support of Ethics Investigations and alleged violations. Provides and conducts education training sessions regarding the Ethics in Government Law and Standards of Conduct, investigative procedures and information relevant to the Ethics and Rules Office.

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

**Minimum Qualifications:**

- A high school diploma/GED; supplemented by two (2) years of college; and two (2) years of investigation experience specializing in white collar investigations and financial auditing; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.

Navajo Nation operator's permit and valid State Driver's License; Depending on the needs of the Navajo Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English language as a condition of employment

*<<A favorable background investigation and suitability assessment is required>>*

*(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 laws and government; applicable state and federal statutes, rules and regulations; basic principles of case management, accounting principles; practices and methods of criminal investigation including white collar crime; interviewing skills and techniques; gathering and analyzing information, including financial records; excellent written and oral communication skills; required to demonstrate fluency in both the Navajo and English language as a condition of employment.

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