

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0218273

Date Posted: 11/04/13

POSITION NO: 946754

Closing Date: 11/18/13

CLASS CODE: 2206

POSITION TITLE: INTERNAL AFFAIRS INVESTIGATOR

DEPARTMENT NAME: DPS/Office of Internal Affairs

DEPARTMENT NO: 21 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: Y64A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 39,228.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.86 Per Hour

DUTIES AND RESPONSIBILITIES:

Investigate alleged or suspected criminal violations of federal, state or Navajo Nation laws, administrative complaints of misconduct in violation of police code of conduct, general orders, department rules and regulations, Navajo Nation Personnel Policies and Procedures initiated by litigation, inquires, internal and external against present or former commissioned and civilian employees of the Navajo Division of Public Safety. Analyze charges, complaints, or allegations of criminal law violations. Identifies issues involved and type of evidence required. Determines scope, elements and direction of investigations. Utilizes informants to obtain leads and information. Observes and interrogate suspects and witnesses. Processes crime scenes. Photographs, preserves, collects, and identifies physical evidence.

Obtain statements from the complaining party, the employee in question, witnesses to the incident, and all parties involved to determine if evidence is sufficient to recommend prosecution or administrative action. Obtain investigative aids as needed. Conclusion of fact for each allegation of misconduct or criminal law violation based upon the statements, relevant documents and evidence obtained during the investigation. Forward final report to the commander/supervisor for consideration and appropriate action. May conduct background investigations of qualified applicants being considered for employment by the division.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED; and thirty (30) college credit hours in Criminal Justice or related field; and five (5) years of responsible police officer experience. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).***

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, federal, state, and local laws, statutes, ordinances, rules, and regulations; of principles and practices of modern police administration and methods; of practices and methods of investigation and identification; of prohibited matters and guides concerning invasion of privacy; of subversive organizations and methods of operation; and of geography of the Navajo Nation and surrounding area. Skill in conducting interviews and interrogations; in analyzing data and making proper recommendations based on fact; in recognizing, collecting and preserving physical evidence; in developing and using specialized investigative techniques, devices and procedures; in undercover work assignments; in the use of assigned weapons; in verbal and written communication; and in establishing and maintaining effective working relationships. Ability to enforce laws tactfully, firmly and impartially.

License/Certification Requirements:

Must possess current Arizona, New Mexico or Utah Peace Officer Standards and Training (POST) certification and a valid state driver's license. Position requires successful completion of background investigation prior to date of hire and must pass a physical examination. 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. Additional training/certification may be required.

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