

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: EPA0157179

Date Posted: 11/05/12

POSITION NO: 911503

Closing Date: 11/19/12

CLASS CODE: 2188

POSITION TITLE: ENVIRONMENTAL LAW ENFORCEMENT OFFICER

DEPARTMENT NAME: Navajo Environmental Protection Agency / Criminal Enforcement

DEPARTMENT NO: 15 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 34,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty involving the enforcement of federal and Navajo Nation environmental laws which are administered and enforced through the Navajo Nation Environmental Protection Agency; and performs related work as assigned. Exercises full authority in the enforcement of Navajo Nation and federal environmental laws and regulations; patrols assigned area; investigates alleged or suspected environmental violations pertaining to air, hazardous waste, solid waste and water; interviews alleged suspects and witnesses; photographs, preserves, collects, tags and files physical evidence; reviews department of transportation shipping documents and manifest for alleged illegal transportation, storage and disposal of hazardous materials and substances; issues citations or notice of violations; conducts surveillance; prepares required reports; confirms and verified return-to-environmental-compliance; prepares documentations and executed search warrants; serves subpoenas, search and arrest warrants.

Attends pre-trial hearings and presents evidence; testifies in court; carries firearms; ensures safe operation of equipment; arrests and apprehends suspects; searches environmental investigator and appropriate environmental protection agency for prosecution; responds to accidents and emergencies involving the release of hazardous waste, materials and substances; secures accident scene to protect victims, property and the environment; renders first aid and calls for medical assistance; assists with the identification of clandestine laboratory activities; consults with environmental investigator and technical staff of the Criminal Investigations Division and the United States Environmental Protection Agency; assists and provides security to protect victims, property and the environment; provides backup to other law enforcement agencies in emergency situations, transports suspects to station; promoted community oriented policing through community transactions; participates and presents information on environmental laws and regulations at community meetings; educational institutions, public and private groups; attends and participates in trainings and employee development activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; successful completion of an approved Basic Law Enforcement Training Program.

Experience:

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of the principles and practices of modern police administration and methods; knowledge of department rules and regulations and applicable federal, state, local and tribal laws and ordinances; knowledge of the practices and method of law enforcement, criminal investigations and identification; knowledge of all types of firearms, communications equipment, and automobiles used in law enforcement. Skill in analyzing situations quickly and objectively to determine the proper course of action; skill in maintaining calm during emergencies; skill in the use of assigned weapons, skill in establishing and maintaining effective working relations; skill in verbal and written communications. ability to enforce laws tactfully, firmly and impartially, ability to prepare technical reports and correspondences; ability to make community presentations.

License/Certification Requirements:

Must be certified by Arizona, New Mexico, or Utah Peace Officer Standards and Training (POST) and commissioned by the Navajo Nation Environmental Protection Agency. Must successfully pass a drug screening test, criminal background investigation, physical examination, physical agility test, and psychological test. Must possess a valid state driver's license.

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