

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DPS1329524</u>	DATE POSTED: <u>11/17/14</u>	
POSITION NO: <u>941010</u>	CLOSING DATE: <u>OUF</u>	
Criminal Investigations Supervisor		
Department of Criminal Investigations / Chinle, AZ		
DEPARTMENT NAME / WORKSITE: _____		
WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB68A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>56,721.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>27.27</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Report directly to the Director of Criminal Investigations; Have complete responsibility for the operation of the Crownpoint Criminal Investigations District; Comply with General Orders, Rules & Regulations and SOP; Responsible for clearance of crime investigated by the district and successful prosecutions; Analyze investigation reports of individual investigators and ensure work load is equitably distributed among subordinate employees; maintain criminal case files and records which reflects daily transactions and activity of the district in detail, including work assignments, time and attendance, leave, overtime time and work production of subordinate employees; Evaluate and monitor subordinate employees work performance, counsel and administer progressive discipline; Submit required reports in timely manner to command and other organizational entities; Secure evidence processed and maintain evidence control until release for presentation for prosecution; Coordinate the district criminal investigation activity including the STTF operations; Responsible for efficient district operation and maintain cooperation between criminal investigation districts and other public safety departments and tribal organization;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by seventy (70) college credit hours from an accredited college or university; and six (6) years of professional experience at the level of a senior criminal investigator conducting comprehensive investigations of complex criminal cases, fraudulent schemes and political corruption cases.

Preferred Qualifications:

- A Bachelor's degree in Criminal Justice, Public Administration, Information Science, Technology Management Information Systems or related field.

Special Requirements:

- Must possess current Arizona or New Mexico Peace Officer Standards and Training (POST) and Federal Law Enforcement Basic Criminal Investigator Certificate.
- A favorable background investigation. Must never have been convicted of a felony or domestic violence or a domestic violence related charge of any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.
- Possess a valid state driver's license.

(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:

Skilled - active listener; good speaker; good writer, critical thinker; good performance monitor and evaluator; good project coordinator; manage time, personnel, material and financial resources; reading and comprehension; problem solving and system analysis. Knowledge - Law and Government; public safety and security; administration and management; human psychology; personnel and human resources; customer service; education and training; sociology and anthropology; computer and electronics; telecommunications; communication and media; mathematics; philosophy and theology. Ability - Stress tolerance; self-control; leadership initiative; dependability and independence; attention to detail and analytical thinking; adaptability and flexibility; achievement and innovation.

<<A favorable background investigation is required>>

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