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

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| REQUISITION NO: | **DPS0739553** | DATE POSTED: | **11/24/14** |
| POSITION NO: | **944162** | CLOSING DATE: | **12/09/14** |
| POSITION TITLE: | **Police Sergeant** | | |
| DEPARTMENT NAME / WORKSITE: | **Navajo Police Department/ Shiprock, NM** | | |

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| WORK DAYS: | SPLIT-SHIFT | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB66A |
| WORK HOURS: | SPLIT SHIFT | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 47,756.80 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 22.96 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Provides leadership to supervisors, subordinates, and co-workers; provides supervision over the patrol and dispatch center functions; must be able to interpret district directives, Navajo Nation Personnel Policies Manual, Division of Public Safety General Orders, Department of Law Enforcement Rules and Regulations, and BIA 93-638 Contract requirements; enforces the criminal and traffic laws of the Navajo Nation and the States of Arizona, New Mexico and Utah; monitors the Community Oriented Policing concept and works closely with the communities, schools, businesses, and chapters on problem solving issues and promoting safety to youth programs. Receives complaints from public regarding non-submission of police reports or incomplete reports; receives complaints against subordinates regarding misconduct; required to conduct administrative investigation into complaint(s) and initiate appropriate corrective actions to improve subordinates performance and to alleviate future problems; may enter reports into computer reports into computer which includes daily operations, monthly reports, disciplinary action reports, special assignments, delegated assignments, shift schedules, progress reports, and other documents affecting the district and its functions/operations; enters incident reports and/or accident reports into CRIS system or submits them manually to the DPS records section; schedules meetings; conducts in-service training; attends meetings with command staff and provides feedback regarding assignments and reports.

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

**Minimum Qualifications:**

- A high school diploma or GED; and five (5) years police officer experience.

**Preferred Qualifications:**

- An Associate's degree in Criminal Justice or related field.
- Five (5) years s Police Office, Criminal investigator, Ranger or military police experience, two (2) years of which must have been in a supervisory capacity.
- Possess Special Law Enforcement Commission (SLEC)

**Special Requirements:**

- A favorable background investigation.
- Possess current Arizona, New Mexico or Utah Peace Officer Standards and Training (POST) certification.
- 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:**

Knowledge of supervisory principals and practices; of departmental rules and regulations and applicable, federal, state, tribal, and local laws, and ordinances, of the practices and methods of law enforcement, criminal investigation and identification; and of all types of firearms, communication equipment's, and automobiles used in law enforcement. Skill in analyzing situations quickly and objectively to determine the proper course of action; in the use of assigned weapons; in planning work and motivating subordinates in carrying out assignments; in standard put forth by the Bureau of Indian Affairs for police. Work requires walking, running, lifting, , and climbing during efforts to catch or subdue hostiles individuals. Exposure to hazardous, uncontrollable and life threating situations may occur. Ability to enforce laws, tactfully, firmly and impartially.

***<<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.***