

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

REQUISITION NO: DOJ01014716 DATE POSTED: 12/04/17  
POSITION NO: 240951 CLOSING DATE: 12/15/17  
POSITION TITLE: Prosecutor  
DEPARTMENT NAME / WORKSITE: DOJ/Office of the Prosecutor - Ship rock, NM

WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: AI65A  
WORK HOURS: 8am-5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 44,720.00 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.50 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Represents the interest of the Navajo Nation in prosecuting individuals alleged to have violated provisions of the Navajo Nation Code; reviews citations, arrest sheets and other law enforcement documents and reports; interviews witnesses, gathers facts and data; determines if sufficient evidence exists to support the charges; conducts legal research; drafts complaints, motions and/or other legal proceedings; prepares a legal strategy; gathers and compiles evidence; identifies and subpoenas witnesses, records and other information required to present the case. Prepares and presents criminal and civil cases in the Navajo Nation and appellate courts; prepares legal memoranda, briefs, motions and other required documents for court presentation; performs extensive legal research.

Attends staff meetings, training, law seminars and workshops; provides training to Prosecutors and Juvenile Presenting Officers and on request to law enforcement personnel; collaborates with law enforcement agencies; negotiates settlement with opposing parties. Present major and complex litigation in District and Family Courts; perform extensive legal research; and perform other work-related tasks/assignments as assigned. This position is sedentary with a potential for high levels of stress. ***This position serves at the pleasure of the Chief Prosecutor.***

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

**Minimum Qualifications:**

- A Bachelor's degree in Pre-Law, Criminal Justice, Criminology or a closely related field; and three (3) years of progressively responsible experience reviewing, assessing, analyzing legal information, developing and/or presenting court cases in a court setting; or an equivalent combination of education and experience.

**Special Requirements:**

- Current admission in the Navajo Nation Bar Association or the intention of seeking and securing admission into the Navajo Nation Bar Association within one (1) year of date of hire.
- A favorable background investigation.

***(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 in Navajo Nation Government and Laws, applicable state and federal statutes, rules, and regulations; basic principles of judicial procedures and rules of evidence; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation. Skilled in legal research, effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; analyzing records, verbal and written communications and establishing and maintaining effective and cooperative working relationships.

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