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

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| REQUISITION NO: | **DSS0399628** | DATE POSTED: | **12/08/14** |
| POSITION NO: | **241806** | CLOSING DATE: | **12/19/14** |
| POSITION TITLE: | **INVESTIGATOR** | | |
| DEPARTMENT NAME / WORKSITE: | **Department for Self Reliance / Shiprock, New Mexico** | | |

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| WORK DAYS: | Monday to Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB63A |
| WORK HOURS: | 8:00 am to 5:00 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 37,065.60 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 17.82 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Conducts investigations regarding alleged customer violations of policies and regulations. Investigates alleged violations by collecting evidence and interviewing witnesses to obtain information regarding alleged violations or regulatory noncompliance. Applies applicable Department for Self Reliance (DSR) policies and eligibility guidelines to investigations of alleged fraud. Monitors, examines, and analyzes records and files; detects improprieties; determines pertinent information for investigation. Uses recording devices in investigation process to document findings and transfers recorded information into report. Utilizes computers and modern office equipment to process and complete routine duties, reports and monitors cases and payment information. Prepares cases for legal actions and/or prepares documents for use in administrative (formal) or court hearings; testifies in administrative or court hearings as an official witness. Performs related duties as required and deemed necessary.

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

**Minimum Qualifications:**

- Associate's degree in Criminal Justice, Criminology, Public Administration or related field; and two (2) years of legal investigative work.

**Preferred Qualifications:**

- Member in good standing with the Navajo Nation Bar Association.
- Proficiency in Microsoft Office software and other computer applications.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

***(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: welfare fraud; Navajo Nation, federal, and state laws, regulations, and guidelines governing aspects of tribal operations; principles, practices, and methods of criminal investigation; standard investigative techniques; court proceedings and ability to testify in court. Skill in: conducting interviews and interrogations; recognizing, collecting, and preserving physical evidence; establishing and maintaining effective working relationships. Strong writing and presentation skills required.

***<<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.***