THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0394378** | Date Posted: **12/12/11**

POSITION NO: **240149** | Closing Date: **12/23/11**

CLASS CODE: **2236**

POSITION TITLE: **INVESTIGATOR**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** | WORKSITE LOCATION: **Chinle, Arizona**

WORKS DAYS/HOURS:
Days: **Monday - Friday**
Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: **40**

GRADE: **R63A**

SALARY:
$ **34,944.00** Per Annum
$ **16.80** Per Hour

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 Navajo Nation Program for Self Reliance (NNPSR) 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 and Training:

An Associate's degree in Criminal Justice, Criminology, Public Administration, or related field;

Experience:

Two (2) years of legal investigative work; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of the NN Personnel Policies Manual, NN Travel Policies and Procedures, NN Procurement Laws, NN Motor Vehicle Review Board Policies, Family Assistance & Employment Support Services Manual, Tribal Family Assistance Plan, PRWORA, 45 CFR Part 286, NN Child Enforcement Policies and Procedures, and other appropriate tribal, state, and federal regulations required; strong writing and presentation skills; welfare fraud investigations training; work requires sitting at a desk and driving a motor vehicle; work is typically in an office setting.

License/Certification Requirements:

Applicant must possess a Valid State Drivers License and obtain a Navajo Nation Operators Permit within 90 days of employment. Must pass a criminal background check and employee assessment prior to employment.

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***