

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08516776

DATE POSTED: 12/17/18

POSITION NO: 202043

CLOSING DATE: 01/15/19

POSITION TITLE: Ethics Investigator

DEPARTMENT NAME / WORKSITE: Legislative Branch/Ethics and Rules Office

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A160A

WORK HOURS: 8 a.m. - 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 29,307.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 14.09 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

The Investigator will conduct investigations of elected officials and Navajo Nation employees who are alleged to be in violation of the Navajo Nation Ethics in Government Law/Standards of Conduct. Investigations may result in administrative or civil action. The Investigator receives and assesses the merit of intakes filed with the Ethics and Rules Office (ERO); initiates an investigation if warranted, and gathers evidence in the form of financial records, witness interviews/statements and secures subpoenas for information when needed. Coordinates or refers appropriate cases to Federal Government/State entities for prosecution or other tribal departments for criminal investigation or other required action. Serves subpoenas for documents, notice of hearing, witness appearances, etc. Completes investigative reports for review and action by the Executive Director and Ethics Presenting Officer. Appears at administrative hearings and civil hearings to testify in support of Ethics Investigations and alleged violations. Provides and conducts educational training sessions regarding the Ethics in Government Law and Standards of Conduct, investigative procedures and information relevant to the Ethics and Rules Office.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by two (2) years of college; and two (2) years of investigation experience specializing in white collar investigations and financial auditing; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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:

Working knowledge of Navajo Nation laws and government; applicable state and federal statutes, rules and regulations; basic principles of case management, accounting principles; practices and methods of criminal investigation including white collar crime; interviewing skills and techniques; gathering and analyzing information, including financial records; excellent written and oral communication skills; required oral communication skills; may be required to demonstrate fluency in the Navajo and English language as a condition of employment.

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