THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS06513016** DATE POSTED: 12/20/16
POSITION NO: 944307 CLOSING DATE: **OUF**
POSITION TITLE: **Police Officer (3 Positions)**
DEPARTMENT NAME / WORKSITE: Navajo Police Department / Window Rock, AZ
WORK DAYS: Split-Shift
WORK HOURS: Split- Shift

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :

GRADE/STEP: AF65C
$ 47,632.00 PER ANNUM
$ 22.90 PER HOUR

DUTIES AND RESPONSIBILITIES:

Patrols assigned area for the prevention of crime and enforcement of all applicable criminal traffic, narcotics, and liquor laws; carries firearms; responds as needed to calls for service involving crimes such as robberies, assaults, homicides, and narcotics violations; responds to general public service calls for civil or societal problems. Issues traffic summons, warnings and vehicle equipment repair orders; makes arrests, searches suspects for weapons and evidence; advises suspects of accidents, criminal and other violations; investigates and secures crime sciences; interview witnesses; interrogates suspects; takes photograph and/or diagrams crime scene as needed; seizes controlled substance, evidence and recovers stolen property; provides backup and assists other police units. Transports suspects to station; prepares documentations and executes search warrants; serves court orders and arrest warrants; testifies in criminal and civil courts as required; maintains peace and public order at community events and public gatherings; promotes community oriented policing through presentations at community meetings, educational institutions, public and private groups; selects, directs, trains and maintains canines as required; attends and participates in training and employee development actives; and assists with training when needed. Completes and submits reports as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and successful completion of an approved Basic Law Enforcement Training Program.

Special Requirements:

- A favorable background investigation.
- Must be age 21 by the completion of approved Basic Law Enforcement Training.
- Possess current Arizona or New Mexico Peace Officer Standards and Training (POST) certification or equivalent out-of-state certification.
- Possess a valid state driver's license.
- Successful completion of job-related testing.

(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 in the following areas; principles and practices of modern police administration and methods; departmental rules and regulations and applicable federal, state, local and tribal laws and ordinances; standards by which the quality of police services is evaluated; the practices and methods of law enforcement, criminal investigation and identification; all types of firearms, communication equipment's and automobiles used in law enforcement. Skill in the following areas; in analyzing situations quickly and objectively to determine the proper course of action; maintaining calmness during emergencies; the use of assigned weapons; and establishing and maintain effective working relationships. Ability to understand and follow written and oral instructions and to relate information clearly and accurately as necessary; to enforce laws tactfully, firmly and impartially; to prepare tactical reports and correspondences; and ability to make community presentations, crime prevention activities, gang awareness, and implementing the Community Oriented Policing concept.

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