

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0212734

Date Posted: 01/03/11

POSITION NO: 946324

Closing Date: 01/14/11

CLASS CODE: 2205

POSITION TITLE: INTERNAL AFFAIRS SUPERVISOR

DEPARTMENT NAME: Navajo Police Department/Office of Internal Affairs

DEPARTMENT NO: 21 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N67A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 47,361.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, supervises and evaluates criminal, non-criminal investigations against employees of Division of Public Safety; assigns cases to investigators conducting administrative investigation; confers with police districts concerning outcome of investigation; works closely with federal, state and local law enforcement agencies and criminal justice organizations; oversees special assignments on executive security protection details; oversees the employee-counseling program within the division; directs employees to counseling program within the division; directs employees to counseling program during traumatic incidences; make referrals to police psychologist when fitness for duty is questionable or in jeopardy. Supervises, trains, evaluates and assigns cases to subordinates; ensures compliance with applicable policies, procedures, regulations, rules; establishes priorities; provides or coordinates staff training; works with employees to correct deficiencies, implements discipline and termination procedures; prepares and presents program budgets; formulates policies, procedures and plans to administer a comprehensive criminal/administrative investigation program.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Criminal Justice or related field; and

Experience:

five (5) years of responsible police officer experience; two (2) years of which must be in a supervisory capacity; 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.)

License/Certification Requirements:

Must possess an Arizona, New Mexico or Utah Peace Officer Standards and Training (POST) certification and BIA Law Enforcement certification and a valid state driver's license. Must successfully pass a background investigation prior to appointment. Must pass a physical examination. Additional training/certification may be required. Depending on the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo/English languages as a condition of 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