THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OAG0102810** Date Posted: **01/31/11**

POSITION NO: **204557** Closing Date: **OUF**

CLASS CODE: **2157**

POSITION TITLE: **SENIOR PROSECUTOR**

DEPARTMENT NAME: **Office of the Prosecutor - Kayenta District**

DEPARTMENT NO: **10** WORKSITE LOCATION: **Kayenta, AZ**

WORKS DAYS/HOURS:
Days: **Mon - Fri**
Hours: **8 AM - 5 PM +**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40 +**

GRADE: **N67A**
SALARY:
$ **47,361.60** Per Annum
$ **22.77** Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Chief Prosecutor coordinates one of several district Prosecutor's Office; supervises a district team engaged in the prosecution of criminal and civil cases related to issues; fully responsible for the daily operation of the district office. Coordinates, oversees and manages the overall operation of the assigned district office; fully responsible in securing resources and providing services to ensure the efficient operation of the overall district program; coordinates program activities with numerous government agencies throughout the tri-state area engaged in investigating and prosecuting criminal and civil activities; orientates, trains, lectures and advises on numerous law enforcement related laws, regulations and rules.

Reviews investigative reports, legal pleadings from defense counsels, and other law enforcement reports; determines nature of the criminal offense; establishes case plan with law enforcement personnel from various governmental agencies on most serious criminal offenses such as vehicle homicides, sexual assaults, aggravated batteries, child neglect or spousal abuse, etc.; assigns case plan; provides legal guidance and advice to law enforcement personnel in proceeding with investigation; prepares and obtains search warrants as necessary.

Prepares and assists staff with identifying legal strategies, gathering evidence, identifying witnesses and other areas involved with case preparation; determines if sufficient evidence exists to support the charges; attends arraignments representing the Nation; brings cases before the court; argues facts of the case, laws pertaining to the case, and legal precedents; provides memoranda of law, briefs and/or other documents ordered by the court; maintains effective business contact with all government agencies and the general public.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Pre-Law, Criminal Justice, Criminology or a closely related field; and five (5) years of progressively responsible experience as a trial or office attorney, litigator, legal educator or closely related responsibilities involving exposure to criminal law, civil law, administrative law, employment law, taxation, and/or other relevant fields, two (2) of which must have been in a management, supervisory and/or administrative capacity; or an equivalency 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 transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledgeable in Navajo Nation Government and laws, including traditional and customary Navajo law, applicable municipal, tribal, state & federal laws. Knowledge in basic principles of management, administration, accounting, bookkeeping, etc. Knowledge of the principles, practices and methods of legal research, evidentiary gathering of information, documents, financial records and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques. Skilled in legal research, effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; analyze and assess financial and other records to make recommendations and decisions on prosecution or other action; communicate effectively, oversee and provide effective prosecution of violations of law; operate a personal computer using a variety of software applications; establish and maintain effective and cooperative working relationships with other departments of the Navajo Nation, attorneys, litigants, witnesses, interested parties and others.

Physical Requirements and Work Environment:

Work requires sitting at a desk and driving a motor vehicle. Work also involves the potential for high stress levels.

License/Certification Requirements:

Must be eligible for and maintain membership in the Navajo Nation Bar Associations. PREFERRED: A Valid State Issued Driver's License. Must be a member in good standing with the Navajo Nation Bar Association. PREFERENCE: State Bar License to practice in the state of Arizona, New Mexico or Utah. Depending upon the needs of the Nation may be required to demonstrate fluency in both the Navajo and 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***