THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS1329714**	DATE POSTED:	**02/23/15**
POSITION NO:	**940202**	CLOSING DATE:	**03/06/15**
POSITION TITLE:	**Senior Criminal Investigator**		
DEPARTMENT NAME / WORKSITE:	**Department of Criminal Investigations / Shiprock, New Mexico**		

WORK DAYS:	Split/Shift	REGULAR FULL TIME:	☑		GRADE/STEP:	AB67A
WORK HOURS:	Split/Shift	PART TIME:	☐	NO. OF HRS./WK.:	$ 52,062.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 25.03	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:
Will respond to alleged or suspected misdemeanor or felony crimes occurring within the exterior boundaries of the Navajo Nation Federal, State or Tribal laws: will determine jurisdiction at all crime scenes, notify appropriate agencies federal, state, or tribal: crime scene management which will include photography, measurements, identifying evidence, collection of evidence, interviewing witnesses and interrogating suspects, developing leads, follow up investigations, coordinating with other L.E. agencies, and preparing case for testimonial purposes: will serve as coroner, respond to all natural, accidental, suspicious, suicide, and homicide deaths, determine manner and cause of death, authenticates death certificates through on scene observation, witness interviews, physician interviews, or medical records, legally pronounces death, transport of human corpses: type out affidavits, search warrants, and other documents needed for investigative purposes, provide on scene directions and guidance to uniform officers: apprehends and transport prisoners to holding facilities, attends and testifies in court, serves search warrants, subpoenas, and arrest warrants: continuously close out cases assigned and work closely with the prosecuting officials until case has been adjudicated.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

- A high school diploma or GED; supplemented by sixty (60) college credit hours from an accredited college or university, and five (5) years professional law enforcement experience at the level of criminal investigator conducting comprehensive investigations of complex criminal cases, fraudulent schemes and political corruption.

Preferred Qualifications:

- An Associates degree from an accredit college or university.

Special Requirements:

- Must possess current Arizona or New Mexico Peace Officer Standards and Training (POST) and Federal Law Enforcement Training Basic Criminal Investigator Certificate.
- A favorable background investigation. Must never have been convicted of a felony or domestic violence or a domestic violence related charge or any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.
- Possess 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:
Skills: Interviewing and interrogating techniques and methods, analyzing, evaluating facts and evidence to formulate defensible investigative conclusions, securing and processing crime scene and collecting and preserving physical evidence: managing and containing hostile, volatile and dangerous situations and making difficult decisions: directing operations under stressful and dangerous circumstances, managing an investigative caseload and other diverse responsibilities: in use of assigned weapons: enforcing laws tactfully, firmly and impartially: in use of firearms and other standard and specialized equipment: communicating effectively, both orally and in writing: writing logical and clear reports: recognizing, collecting and presenting evidence in court: analyzing situations quickly and objectively to determine course of action: Knowledge of applicable federal, state, local, tribal laws, rules, regulations and ordinances: principles and practices of modern police administration and methods, criminal justice system functions and operations: practices and methods of criminal investigations, major crimes and identification. Knowledge in computer software and applications.

<<A favorable background investigation is required>>

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