THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOJ0108953**	DATE POSTED:	**07/21/14**
POSITION NO:	202271	CLOSING DATE:	**08/01/14**
POSITION TITLE:	**Juvenile Presenting Officer**		
DEPARTMENT NAME / WORKSITE:	**DOJ/Office of the Prosecutor - Kayenta District**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑	GRADE/STEP:	Y64A
WORK HOURS:	8am-5pm	PART TIME:	☐ NO. OF HRS./WK.:	$ 39,228.80	PER ANNUM
		SEASONAL:	☐ DURATION :	$ 18.86	PER HOUR
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Litigates juvenile cases in the Navajo Nation courts; including proceedings, child neglect, and abuse cases, including appellate cases; interviews witnesses, expert and others to obtain additional information relevant to case; investigates all aspects of the juvenile criminal and civil cases and performs extensive legal research; prepares legal memoranda, briefs, motions, petitions, orders, summons and other required legal documents for court presentation. Ability to independently prepare and present more advanced and complex criminal and civil cases; and performs related work as assigned. Review 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 juvenile criminal offenses such as Dependency, CHINS, etc.; provides legal guidance and advice to law enforcement personnel or social workers in proceeding with investigation; prepares and obtains reports as necessary. Work is sedentary with a potential for high levels of stress. ***This position Serves at the Pleasure of the Chief Prosecutor.***

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma, or GED; and completion of a two year tribal advocacy, paralegal or legal apprenticeship program; and four (4) years of experience involving legal research and assisting in the preparation of briefs, correspondence, legal pleadings and related documents.

Preferred Qualifications:

- A Bachelor's degree in Criminal Justice, Political Science or a closely related field.
- Two (2) years of relevant experience involving the presentation of court cases in a tribal court.

Special Requirements:

- Must be eligible for and maintain membership in the Navajo Nation Bar Association.

(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 of federal, state, and Navajo Nation Laws and regulations governing assigned work; the Navajo Nation Children's Code; Legal research methods and techniques; judicial procedures; traditions and cultures of the Navajo Nation; analyzing facts and preparing cases; establishing effective working relationships; verbal and written communication skills; and working with children (juveniles).

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