THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOJ0108955**	DATE POSTED:	**07/21/14**
POSITION NO:	204739	CLOSING DATE:	**08/01/14**
POSITION TITLE:	**Senior Prosecutor**		
DEPARTMENT NAME / WORKSITE:	**DOJ/Office of the Prosecutor - Dilkon District**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y67A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 50,544.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 24.30	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under supervision of the Chief Prosecutor coordinates and assists several district Prosecutor Offices. 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 manage 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 engaging in investigating and prosecuting criminal and civil activities; orientates, trains, lectures and advises on numerous law enforcement related 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 plans; 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 area 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 cases, 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. This position is sedentary with potential for high levels of stress. ***This position at the pleasure of the Chief***

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- 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) years of which must have been in a management, supervisory and/or administrative capacity.

Preferred Qualifications:

- A Master's degree in Pre-Law, Criminal Justice, Criminology or a closely related field.

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:

Knowledgeable in Navajo Nation Government and Laws, applicable state and federal statutes, rules, and regulations; 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; assessing analyzing and assessing financial and other records to make recommendations and

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