

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOJ0108978</u>	DATE POSTED: <u>07/21/14</u>	
POSITION NO: <u>212333</u>	CLOSING DATE: <u>08/01/14</u>	
Associate Juvenile Presenting Officer		
DOJ/Office of the Prosecutor - Chinle District		
DEPARTMENT NAME / WORKSITE: _____		
WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y62A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>33,030.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>15.88</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under supervision of the Senior Prosecutor/Prosecutor conducts legal research of juvenile cases by identifying legal and factual information and assists in preparing legal documents and findings, such as: preparing legal pleadings, correspondences, briefs, petitions, and related documents. Assist Senior Prosecutor/Prosecutors as referred by law enforcement agencies, social services program, schools, parents and related agencies. Attends court hearings to assist Senior Prosecutor/Prosecutor as required. Performs a planned learning progression of the duties and responsibilities to progress toward more difficult work in presenting juvenile cases. Maintains communication with agencies, affected parties, schools, and law enforcement agencies for cases and referrals of children/families. Ability to independently perform work as assigned including: review of investigative reports, legal pleadings from defense counsels, and other law enforcement reports; establishes case plan on juvenile criminal offenses such as Dependency, CHINS, etc., prepares and obtains reports as necessary. Attends specified meetings, hearings, staff development, and etc., as directed. 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 two (2) 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.

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; and verbal and written communications skills.

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