THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS0659073**	DATE POSTED:	**08/11/14**
POSITION NO:	**944289**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Senior Police Officer**		
DEPARTMENT NAME / WORKSITE:	**Navajo Police Department/Window Rock, AZ**		

WORK DAYS:	Split-Shift	REGULAR FULL TIME:	☑		GRADE/STEP:	Y65B
WORK HOURS:	Split- Shift	PART TIME:	☐	NO. OF HRS./WK.:	$ 44,033.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 21.17	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Serves as lead police officer, provides work guidance and directions to lower level police officers in carrying out procedures and measures to provide law enforcement services; serves as delegated Police Sergeant in his/her absence; patrols assigned area for the prevention of crime and enforcement of all applicable criminal traffic, narcotics, and liquor laws; carries firearms; responds to calls for service involving crimes such as robberies, assaults, homicides, and narcotics violations; responds to general public service calls for civil or societal problems. Issues traffic summons, warnings and vehicle equipment repair orders; makes arrests, searches suspects for weapons and evidence; advises suspects of accidents, criminal and other violations; investigates and secures crime scenes; interview witnesses; interrogates suspects; takes photograph and/or diagrams crime scene as needed; seizes controlled substance, evidence and recovers stolen property; provides backup and assists other police units. Transports suspects to station; prepares documentations and executes search warrants; serves court orders and arrest warrants; testifies in criminal and civil courts as required; maintains peace and public order at community events and public gatherings; promotes community oriented policing through presentations at community meetings, educational institutions, public and private groups; selects, directs, trains and maintains canines as required; attends and participates in training and employee development actives; and assists police sergeants in training. Completes and submits reports as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and three (3) years Police Officer, Criminal Investigator, Ranger or Military Police experience.

Preferred Qualifications:

- An Associate's degree in Criminal Justice or related field.
- Four (4) years Police Officers, Criminal investigator, Ranger or Military Police experience.
- Possess Special Law Enforcement Commission (SLEC)

Special Requirements:

- A favorable background investigation.
- Possess current Arizona or New Mexico Peace Officer Standards and Training (POST) certification or Equivalent out-of-state certification.
- Possess a valid state driver's license.
- Successful completion of job-related testing.

Supplemental Requirement:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent who possess an equivalent out-of-state certificate must obtain POST certification in Arizona or New Mexico and Special Law Enforcement Commission within one (1) year of date of hire, and must be compliance with the Federal Domestic Violence Act.

(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 in the following areas; principles and practices of modern police administration and methods; departmental rules and regulations and applicable federal, state, local and tribal laws and ordinances; standards by which the quality of police services is evaluated; the practices and methods of law enforcement, criminal investigation and identification; all types of firearms, communication equipment's and automobiles used in law enforcement. Skill in the following areas; in analyzing situations quickly and objectively to determine the proper course of action; maintaining calmness during emergencies; the use of assigned weapons; and establishing and maintain effective working relationships. Ability to understand and follow written and oral instructions and to relate information clearly and accurately as necessary; to enforce laws tactfully, firmly and impartially; to prepare tactical reports and correspondences; and ability to make community presentations, crime prevention activities, gang awareness, and implementing the Community Oriented Policing concept.

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