THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOJ01010742**	DATE POSTED:	9/8/2015
POSITION NO:	**297943**	CLOSING DATE:	OUF
POSITION TITLE:	**CHIEF PROSECUTOR**		
DEPARTMENT NAME / WORKSITE:	Office of the Chief Prosecutor / Window Rock, Arizona		

WORK DAYS:	Mon. - Fri.	REGULAR FULL TIME:	☑		GRADE/STEP:	AC74A
WORK HOURS:	8 am - 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 108,950.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 52.38	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

The Chief Prosecutor performs administrative, managerial, and prosecution work in directing the Office of the Chief Prosecutor and component districts including Juvenile Justice and White Collar Crime. Administers short and long range planning , organizing, directing, strategic planning for annual, external, and supplemental budgets, and related activities of the Office of the Chief Prosecutor. Coordinates and evaluates the overall effectiveness of the assigned program office and districts. Responsible for adhering to the Plan of Operation and establish annual goals and objectives, and making necessary amendments. Administrative responsibilities include and are not limited to: Preparing and presenting the annual budget during all stages of the annual budget process; conducting staff and program evaluations, ensuring the appropriate services are effectively and efficiently addressed; address personnel recruitment, interviews, hiring, and promotions; supervise all professional at-will employees and regular status employees; Review and monitor applicable procedures/policies necessary to ensure and promote ethical and professional standards; promote and maintain public relations, represent the interests of the Navajo Nation and the Office of the Prosecutor(s) on a local, state, national, tribal and related levels, attending meetings, serve on committees, task forces, and other related groups; oversee the management and expenditures of the General and if applicable External funds ensuring compliance with financial requirements. Review and approve expenditures/financial documents, and secure grant funds as needed; personnel timesheets; address personnel matters, evaluations, disciplinary actions, and etc.

Represents the interest of the Navajo Nation in prosecuting individuals charged in violating Title 17 and 14 of the Navajo Nation Code, establishing a strong advocacy role on the Nation's behalf to obtain the best possible disposition within the bounds of law and professional conduct. Responsible for reviewing and assisting with all cases that are appealed from State and District Courts. Review and assign cases to Attorneys, Prosecutors, Presenting Officers, and Investigators. Plans, coordinates and evaluates the overall effectiveness of the assigned district and cases; Provides technical legal guidance to central and district office staff, law enforcement agencies; Review and monitors assigns cases; determines importance of cases; develop case plans, case strategies, evidence gathering, etc.; Prepare and interpret administrative orders, motions, rules, regulation to effect the provisions of governing statutes and other requirements of the law; Perform extensive legal research; prepare memorandums, briefs, motions, orders and other required legal documents including appellate cases. Interview witnesses making judgement as to their credibility. Subpoena all appropriate witnesses, including police officers for a case scheduled for trial; respond to motions, orders, petitions, and other legal documents. Review incoming criminal and civil complaints received directly and indirectly from the general public and law enforcement and other agencies identifying facts and information to justify filing a criminal complaint and assignment to prosecutor, investigator or presenting officer. Personally address extraditions, state/federal/etc.; and address additional criminal actions as needed; maintain a collaborated partnership with Tribal, State, Federal, Judicial Branch, and private sectors promoting Public Safety.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Juris Doctorate; and eight (8) years professional experience as a state licensed attorney, two (2) years of which must have been in a supervisory capacity. Licensed to practice law in Arizona, New Mexico, or Utah and the Navajo Nation.

Preferred Qualifications:

- Eight (8) years professional experience as a state licensed attorney, four (4) years of which must have been in a supervisory capacity.
- Must be a member in good standing with 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 of 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 decision on prosecution and other actions; and communication.

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