THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OAG0101834** | Date Posted: **05/10/10**

POSITION NO: **202271** | Closing Date: **OUF**

CLASS CODE: **2163**

POSITION TITLE: **JUVENILE PRESENTING OFFICER**

DEPARTMENT NAME: **Office of the Prosecutor - Kayenta**

DEPARTMENT NO: **10** | WORKSITE LOCATION: **Kayenta, AZ**

WORKS DAYS/HOURS:
Days: **Mon - Fri**
Hours: **8 AM - 5 PM +**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40 +**

GRADE: **N640A**

SALARY:
$ **36,753.60** Per Annum
$ **17.67** Per Hour

DUTIES AND RESPONSIBILITIES:

Prosecute criminal and civil actions of juvenile cases in the Navajo Nation courts; litigates juvenile proceedings, child neglect, and abuse cases, including appellate cases; interview witnesses, expert and others to obtain additional information relevant to case; investigates all aspects of the 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. ***This position is Professional At-Will and Serves at the Pleasure of the Chief Prosecutor.***

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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is sedentary with a potential for high levels of stress.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Criminal Justice, Political Science, Social Work or closely related field and one (2) years of relevant experience involving the presentation of court cases in a tribal court; OR a high school diploma; or GED; and completion of a two year tribal advocacy, paralegal or legal apprenticeship program; and four (4) years experience involving legal research and assisting in the preparation of briefs, correspondences, legal pleadings and related documents. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Comprehensive knowledge of the common, municipal, tribal, state and federal laws; knowledge of the Navajo Nation Children's Code; knowledge of judicial procedures and rules of evidence; knowledge of the methods and techniques in presenting cases in court; knowledge of legal research methods and techniques; knowledge of the Navajo culture and tradition. Ability to analyze and organize facts, evidence and precedents, and to present such material in clear and logical form in both oral and written presentations; ability to communicate effectively in the English and Navajo language. Skilled in undertaking legal research, effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; communicate effectively and provide effective prosecution of violations of law; operate a personal computer using a variety of software applications; establish and maintain effective and cooperative working relationships with other departments of the Navajo Nation, attorneys, litigants, witnesses, interested parties and others.

License/Certification Requirements:

Must be eligible for and maintain membership in the Navajo Nation Bar Association. Preferably a member in good standing with the Navajo Nation Bar Association; or ***must*** attain membership in the Navajo Nation Bar Association within six months of employment. *Depending upon the needs of the Nation may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.*

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***