THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS03911146**	DATE POSTED:	12/07/15
POSITION NO:	241806	CLOSING DATE:	12/18/15
POSITION TITLE:	Investigator		
DEPARTMENT NAME / WORKSITE:	Department for Self Reliance / Farmington, New Mexico		
WORK DAYS:	Monday to Friday	GRADE/STEP:	AB63A
WORK HOURS:	8:00 am to 5:00 pm	$ 37,065.60	PER ANNUM
		$ 17.82	PER HOUR

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Conducts investigations regarding alleged customer violations of policies and regulations. Investigates alleged violations by collecting evidence and interviewing witnesses to obtain information regarding alleged violations or regulatory noncompliance. Applies applicable Department for Self Reliance (DSR) policies and eligibility guidelines to investigations of alleged fraud. Monitors, examines, and analyzes records and files; detects improprieties; determines pertinent information for investigation. Uses recording devices in investigation process to document findings and transfers recorded information into report. Utilizes computers and modern office equipment to process and complete routine duties, reports and monitors cases and payment information. Prepares cases for legal actions and/or prepares documents for use in administrative (formal) or court hearings; testifies in administrative or court hearings as an official witness. Performs related duties as required and deemed necessary.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Associate's degree in Criminal Justice, Criminology, Public Administration or related field; and two (2) years of legal investigative work.

Preferred Qualifications:

- Must be a member in good standing with the Navajo Nation Bar Association.
- Proficiency in Microsoft Office software and other computer applications.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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: welfare fraud; Navajo Nation, federal, and state laws, regulations, and guidelines governing aspects of tribal operations; principles, practices, and methods of criminal investigation; standard investigative techniques; court proceedings and ability to testify in court. Skill in: conducting interviews and interrogations; recognizing, collecting, and preserving physical evidence; establishing and maintaining effective working relationships. Strong writing and presentation skills required.

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