

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS0744398  
POSITION NO: 242547  
CLASS CODE: 2183  
POSITION TITLE: \_\_\_\_\_

Date Posted: 12/12/11  
Closing Date: OUF

DEPARTMENT NAME: DPS/Navajo Police Department  
DEPARTMENT NO: 74 WORKSITE LOCATION: Crownpoint, NM  
WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R650B  
Days: Split-Shift Permanent:  SALARY:  
Hours: Split-Shift Temporary:  Duration: \_\_\_\_\_ \$ 42,744.00 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 20.55 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Serves as lead police officer, provides work guidance and direction to lower level police officers in carrying out procedures and measures to provide law enforcement services; serves as acting 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 rights; completes and maintains various reports and other documentation related to assigned police activities; responds to calls involving traffic accidents, criminal and other violations; investigates and secures crime scenes; interviews 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 documentation 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 activities; and assists police sergeants in training new officers.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School diploma or GED; *(to receive full credit for education applicant must submit copies of transcripts, degrees, current certificates, etc.)*

**Experience:**

Three (3) years Police Officer, Criminal Investigator, Ranger or military police experience.

**Physical Requirements and Work Environment:**

Work requires the ability to pass the physical fitness standard put forth by the Bureau of Indian Affairs (BIA) for police officers. Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and life threatening situations can occur.

**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 equipments 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 calm during emergencies; the use of assigned weapons; and establishing and maintaining effective working relationships. Ability to understand and follow written and oral instructions and to relate information clearly and accurately as necessarily; 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.

**License/Certification Requirements:**

Must possess a valid State Driver's License. Must be certified by Arizona or New Mexico Peace Officer Standards and Training (POST). Position requires successful completion of background investigation and job-related testing. Must be in compliance with the Federal Domestic Violence Act. OR Equivalent out-of-state certification and must obtain POST certification in Arizona or New Mexico within one (1) year from date of hire. Position requires successful completion of background investigation and job-related testing. Must be in compliance with the Federal Domestic Violence Act. **\*\*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*