

CHIEF PROSECUTOR

DEFINITION: Under administrative direction, serves as the administrative unit chief responsible for the administration and technical direction of the Office of the Prosecutor, including the Juvenile Justice and White Collar Programs; establishes goals and objective within established policies of the Office of the Attorney General; exercises full prosecutorial authority over a wide range of criminal and civil matter related issues; work involves a high degree of complexity in a diverse legal work environment; prosecution decision have potential impact on the Nation; supervises professional staff; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides administrative and managerial direction of the Office of the Prosecutor, a component program within the Department of Justice engaged in the investigation and prosecution of crimes committed within the boundaries of the Navajo Nation; plans, coordinates and evaluates the overall effectiveness of the office, provides program direction to subordinate managers; assures administrative policies and program goals are coordinated with supportive district field offices; sets policy for the overall budget; monitors budget; develops grant proposals and resolutions for supplemental funding; exercises authority on a full range of personnel actions recommended by subordinate supervisors; supervises and evaluated the work of assigned staff.

Provides legal advice to judges and technical guidance to central and district office staff and various law enforcement agencies; reviews, monitors, and assigns cases to staff, determines importance of case to warrant prosecution; assists staff in the development of case plans, case strategies, evidence gathering, etc.; conducts pretrial conferences; attends arraignments and brings cases before the courts of law; prepares and interprets administrative orders, motions, rules and regulations; performs extensive legal research; prepares memoranda, motions, briefs and other legal documents; reviews appeals and complaints and assigns to appropriate staff; serves as the chief liaison, representing the office and serving on various committees, work groups, organizations, state and federal agencies; and addresses legislative matters as required..

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation laws, and applicable state and federal statutes, rules and regulations.
Knowledge of Federal Indian Law, prosecution, juvenile justice and white collar crime.
Knowledge of principles of management, administration, supervision, accounting, bookkeeping, etc.
Knowledge of principles, practices and methods of legal research.
Knowledge of principles of criminal law and appeal procedures related to violations of Navajo Nation laws and applicable state and federal statutes, rules and regulations.
Knowledge of court processes, administrative law processes and legal terminology.
Skill in effectively assessing, interpreting and applying complex laws.
Skill in assessing and analyzing financial records to make decisions on prosecution action.
Skill in communicating effectively, and overseeing the effective prosecution of violations of Tribal laws.
Skill in operating a personal computer utilizing a variety of software applications.
Skill in establishing and maintaining an effective and cooperative working relationship with numerous officials of the Navajo Nation, attorneys, litigants, witnesses, etc.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is sedentary with potential for high stress level.

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.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.