

DEPUTY CHIEF PROSECUTOR

DEFINITION: Under general direction of the Chief Prosecutor, performs work of considerable difficulty with responsibility to serve as the deputy administrative unit chief; provides administrative and managerial support to the Office of the Prosecutor, including the Juvenile Justice and White Collar Programs; shares in the overall management of the office and exercises full prosecutorial authority over a wide range of criminal and civil matter related issues; 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:

Shares in the administrative and managerial direction of the Office of the Prosecutor; assures success of specific line functions are consistent with program plans and objectives; monitors and evaluates program progress; recommends adjustments in consultation with the Chief Prosecutor where change in program plans, goals, work plans, schedules, etc. are necessary; provides input and assists with the development and implementation of policies, procedures and budget; accomplishes line functions through supervisors/prosecutors at the central and district offices.

Coordinates all central office activities with numerous government agencies engaged in the investigation and prosecution of criminal and civil matter related issues; provides technical legal guidance to central office and district office staff, and various law enforcement agencies engaged in research and gathering of physical evidence; reviews and assigns cases to line supervisors and/or District Prosecutors; determines importance of case to warrant prosecution.

Assists staff in the development of case plans, case strategies, evidence gathering and other investigative related matters of significant importance; attends arraignments and brings cases before the courts of law falling within the purview of the Navajo Nation; represents the overall office and serves on various committees, organizations, state and federal agencies; maintains effective work relationship with officials from all level of government and the general public.

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 the principles of management, administration, supervision, accounting, bookkeeping, etc.

Knowledge of the 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 processed and legal terminology.

Knowledge of legal strategies, their development and presentation.

Knowledge of supervisory methods and techniques.

Skill in undertaking legal research.

Skill in effectively assessing, interpreting and applying complex laws.

Skill in assessing and analyzing financial records to make recommendations or decisions on prosecution.

Skill in communicating effectively, and overseeing the effective prosecution of violations of Tribal law.

Skill in operating a personal computer utilizing a variety of software applications.

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Skill in establishing and maintaining an effective and cooperative working relationship with numerous officials of the Navajo Nation, attorneys, litigants, witnesses, interested parties and others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires sitting at a desk and driving a motor vehicle. Work also involves the potential for high stress levels.

MINIMUM QUALIFICATIONS:

- A Juris Doctorate; and eight (8) years professional experience as a state licensed attorney.
- Current admission to any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

PREFERRED QUALIFICATIONS:

- Current admission to the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

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.