

SENIOR PROSECUTOR

DEFINITION: Under general supervision, coordinates one of several districts Prosecutor's Office; supervises a district team engaged in the prosecution of criminal and civil case related issues; fully responsible for the daily operation of the district office; 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:

Coordinates, oversees and manages the overall operation of the assigned district office; fully responsible in securing resources and providing services to ensure the efficient operation of the overall district program; coordinates program activities with numerous government agencies throughout the tri-state area engaged in investigating and prosecuting criminal and civil activities; orientates, trains, lectures and advises on numerous law enforcement related laws, regulations and rules.

Reviews 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 government agencies on most serious criminal offenses such as vehicle homicides, sexual assaults, aggravated batteries, child neglect or spousal abuse, etc; assigns case plan; provides legal guidance and advice to law enforcement personnel in proceeding with investigation; prepares and obtains search warrants as necessary.

Prepares and assists staff with identifying legal strategies, gathering evidence, identifying witnesses and other areas involved with case preparation; determines if sufficient evidence exists to support the charges; attends arraignments representing the Nation; brings cases before the court; argues facts of the case, laws pertaining to the case, and legal precedents; provides memoranda of law, briefs and/or other documents ordered by the court; maintains effective business contact with all government agencies 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 the basic principles of management, administration, accounting, bookkeeping, etc.

Knowledge of the principles, practices and methods of legal research.

Knowledge of the principles of evidentiary gathering of information, documents, financial records and other data that may be used in court.

Knowledge of court processes, administrative law processes and legal terminology.

Knowledge of legal strategies, their development and presentation.

Knowledge of Diné fundamental laws.

Knowledge of supervisory methods and techniques.

Skill in undertaking legal research.

Skill in effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled.

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

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

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

Skill in establishing and maintaining effective and cooperative working relationships with other departments of the Navajo Nation, attorneys, litigants, witnesses, interested parties and others.

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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 Bachelor's degree in Pre-Law, Criminal Justice, Criminology or a closely related field; and five (5) years of progressively responsible experience as a trial or office attorney, litigator, legal educator or closely related responsibilities involving exposure to criminal law, civil law, administrative law, employment law, taxation, and/or other relevant fields, two (2) years of which must have been in a management, supervisory and/or administrative capacity.

PERFERRED QUALIFICATIONS:

- A Master's degree in Pre-Law, Criminal Justice, Criminology or a closely related field.

SPECIAL REQUIREMENTS:

- Must be eligible for and maintain membership in the Navajo Nation Bar Association.

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.