

ETHICS INVESTIGATOR

DEFINITION: Under general supervision, performs work of moderate difficulty, investigating Tribal members who have been perceived, suspected or alleged as violating established Navajo Nation Ethics Rule of Law; the investigation is of the type that may receive wide spread coverage by the local news media; 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:

Conducts investigation of Tribal members who are perceived to be in violation of established ethical laws of the Navajo Nation; investigates tribal members who may hold an elected office or occupy positions within the Navajo Nation government with significant financial or decision making authority; investigations may result in a civil or administrative action, judgment, or sanction depending on the outcome of the investigation.

Receives and assesses validity of complaints filed with subject office; initiates investigation to determine soundness of the perceived violation; proceeds with investigation if factual evidence supports the complaint filed; develops case files by compiling, exhibits, witness list, and all other records pertaining to the complaint; initiates legal process and subpoenas records from financial institutions, business establishments, and tribal government programs; coordinates or refers appropriate cases to other tribal offices/departments for criminal investigation or for other required action or assistance as warranted; upon conclusion of investigation, forwards investigative report for supervisory review prior to submittal to the Ethics and Rules Committee.

Responds to inquiries from all levels of operating officials, the news media, the public and other interested parties; transports witnesses to and from hearings; testifies as to evidence and information gathered; provides and conducts educational training sessions regarding ethics law, investigation procedures and other relevant information.

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 accounting, bookkeeping, records, file, and case management.

Knowledge of the principles, practices and methods of criminal investigation.

Knowledge of the principles evidentiary gathering of information, documents, and financial records.

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

Skill in effectively conducting interviews.

Skill in assessing, and analyzing financial records.

Skill in communicating effectively and producing documents and reports for internal and public dissemination.

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 departments of the Navajo Nation, attorneys, litigants, witnesses, interested parties and others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting; some travel is required. Work also involves the potential for high stress levels.

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MINIMUM QUALIFICATIONS:

- A high school diploma or GED; supplemented by two (2) years of college; and two (2) years of investigation experience specializing in white collar investigations and financial auditing.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Police Science or a closely related field.
- Two (2) years of white collar crime investigations work experience.
- Police Academy graduate.
- Forensic interviewing techniques, forensic financial auditing, white collar investigation practices training.

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.