

### **ETHICS PRESENTING OFFICER**

**DEFINITION:** Under general supervision, prepares, presents and argues cases of alleged ethics violations before the Ethics and Rules Committee of the Navajo Nation Council; 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 efforts with the Ethics Investigator in reviewing and determining the validity of the alleged ethics offense filed with the Ethics and Rules Office; assists with identifying legal strategies, gathering evidence, and identifying witnesses; assists Ethics Investigator in developing a work plan to investigate the alleged offense; assures sufficient supporting facts and documents have been compiled and gathered for presentation; initiates legal proceedings through proper channels; initiates legal research to aid in the prosecution; schedules and confirms hearing date and location with hearing committee.

Presents and argues cases before the Ethics and Rules Committee on behalf of the Navajo Nation; testifies and responds to questions regarding information gathered during the investigation and development of the case; responds to inquiries from officials, the news media, the public and other interested parties.

#### **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 information assessment.  
Knowledge of the principles of evidentiary gathering of information, documents, financial records and other data that may be used before the hearing committee.  
Knowledge of court processes, administrative law processes and legal terminology.  
Skill in effectively assessing, interpreting and applying complex laws and evidence gathered.  
Skill in assessing and analyzing financial records to make recommendations for appropriate action.  
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 effective and cooperative working relationships with other 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 may involve highly charged emotional disruption in hearings, which may be evidenced by highly slanderous statements and acrimonious accusations.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Criminal Justice, Police Science, Criminology, Business or Public Administration, Accounting or a closely related field; and three (3) years of progressively responsible experience conducting, analyzing, assessing and presenting the results of legal investigative work; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

THE NAVAJO NATION

Class Code: 2160  
Legal Services Series  
Prosecution and Advocacy Group  
Overtime Code: Non-Exempt  
Pay Grade: 63

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**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.