

JUVENILE PRESENTING OFFICER

DEFINITION: Under general supervision, performs work of moderate difficulty in presenting and prosecuting juvenile cases in Navajo Nation Family Courts; prosecutes cases involving delinquent children, child abuse and neglect cases, and children in need of supervision type cases; 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:

Litigates juvenile cases referred by law enforcement agencies, social service programs, schools, parents, concerned family members and the general public; upon review determines if sufficient information is available to present and prosecute in Navajo Nation Courts; works directly with Navajo Nation Children's Code, various civil and children's rules of procedures and rules of evidence; files petition with presiding court; attends hearing and argues points of law.

Prepares legal pleadings for all cases; petitions to court for child custody or detention or temporary placements; responds to all pleadings by opposing attorney; attends court hearings and determines next step in case; assists prosecutors as needed; detains delinquent children as required; maintains contact with schools and various agencies for case handling and referral for children and families.

Provides in-service training to social workers, law enforcement officers, schools and others regarding courtroom testimony, law updates, court protocols and prosecution responsibility; makes presentations to the public regarding Navajo Nation Children's Code; drafts and sends correspondence regarding inactive and active cases.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws and regulations governing assigned work.

Knowledge of Navajo Nation Children's Code.

Knowledge of legal research methods and techniques.

Knowledge of judicial procedures.

Knowledge of the traditions and cultures of the Navajo Nation.

Skill in analyzing facts and preparing cases.

Skill in establishing and maintaining effective working relationships.

Skill in verbal and written communication.

Skill in working with children.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma, or GED; and completion of a two year tribal advocacy, paralegal or legal apprenticeship program; and four (4) years of experience involving legal research and assisting in the preparation of briefs, correspondence, legal pleadings and related documents.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Criminal Justice, Political Science or a closely related field.
- Two (2) years of relevant experience involving the presentation of court cases in a tribal court.

THE NAVAJO NATION

Class Code: 2163
Legal Services Series
Prosecution and Advocacy Group
Overtime Code: Exempt
Pay Grade: 64

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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.