

### **HUMAN RIGHTS INVESTIGATOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in conducting investigations of complaints of racial discrimination, civil rights and/or human rights violations filed with the Office of the Navajo Nation Human Rights Commission; analyzes data and prepares summaries of investigation; 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:**

Receives inquiries and complaints of racial discrimination, civil rights and/or human rights violations; takes written and verbal statements from the complaining party; conducts fact finding interviews with complainants; evaluates facts; conducts preliminary review of information gathered and recommends acceptance or denial of case; prioritizes, plans and conducts investigation involving individual or group complaints; conducts field visits to obtain and examine documentary, electronic and other forms of evidence related to the issue under investigation; develops and issues requests for information; gathers evidence through witness interviews, research and/or written request for relevant information; analyzes and verifies all information gathered; substantiates the facts provided by the client and/or witnesses; assesses client and witness credibility; organizes and records all case activity; maintain regular contact with client and witnesses.

Conducts research; reviews agency policies and procedures, regulations, statutes, statistics, assessments, reports and other relevant information pertaining to the case; prepares clear and comprehensive investigative reports including citations, policies and/or statutes to support or deny the complaint or allegation; makes appropriate recommendation for the disposition of case; collaborates with other staff on the direction and issues related to complaint under investigation; participates in case staffing to provide input and recommendations surrounding issues pertaining to legal, policy and procedures and/or Memorandums of Understanding; works with Judicial Districts, Office of Attorney General, United States Department of Justice/Civil Right Division, U.S. Equal Employment Opportunity Commission, state and city police, community relations committees, law offices, department of corrections and public school districts.

Identifies, gathers and reviews records and documentary evidence; studies criminal complaints, police reports and court documents; conducts interviews; collaborates reports and facts contained or present in records, police reports and discovery materials; explores and develops new facts and information as needed; obtains written and recorded statements from witnesses, complainants and others; prepares and provides testimony on evidence; testifies at hearings and trials; prepares comprehensive and detailed reports; manages cases assigned; attends meetings as requested.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation, federal and state laws, regulations and ordinances applicable to human and civil rights protection.

Knowledge of research methods involved in the collection, analysis and organization of data.

Knowledge of techniques and procedures of investigatory work.

Knowledge of court proceedings and ability to testify in court.

Skill in conducting interviews and interrogations

Skill in recognizing, collecting and preserving physical evidence.

### **HUMAN RIGHTS INVESTIGATOR**

Skill in establishing and maintaining effective working relationships.  
Skill in verbal and written communication.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires sitting at a desk and driving a motor vehicle; work is typically in an office setting and interacting with persons and agencies.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Public Administration, Criminal Justice or related field; and two (2) years of progressive criminal and/or civil investigation work experience.

**PREFERRED QUALIFICATIONS:**

- Member of Navajo Nation Bar Association.

**SPECIAL REQUIREMENTS:**

- Must possess a valid state driver's license.

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.