

DIRECTOR OF CRIMINAL INVESTIGATIONS

DEFINITION: Under general direction, performs administrative and management duties of considerable difficulty in planning, organizing and directing the Criminal Investigations and the Victim/Witness Assistance programs; 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:

Plans, directs, supervises, evaluates and organizes the activities and functions of the Criminal Investigations and Victims Witness Assistance programs; directs, manages and oversees major and serious criminal cases information, data and statistical compilation; identifies issues, trends and problems and makes projections from data; ensures compliance with applicable laws, policies and procedures; develops and implements program policy changes; directs, oversees and participates in development and implementation of department's goals, objectives and performance criteria to ensure contractual compliance and quality control; directs preparation of information, evidence and exhibits for presentation in court or administrative hearings.

Assists in establishing budgetary priorities; directs the preparation of the budgets; presents budgets; prepares justification and documentation of services and effects of budget fluctuations on services; participates in contract negotiations and initiates contract modifications; ensures the recruitment and selection of qualified and certified personnel; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; directs the provision of necessary training and re-certification of all personnel; testifies at congressional, state and tribal legislative hearings; maintains cooperative relations with federal, state, local and tribal law enforcement agencies; serves on boards, task forces, committees and other groups; attends meetings and conferences.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of modern law enforcement and criminal investigations methods.

Professional knowledge of criminal and administrative investigative techniques and procedures.

Knowledge of principles and theories of public administration, including general administration, human resources management, fiscal management and accounting.

Knowledge of principles and practices of supervision and training.

Knowledge of departmental rules, regulations, policies and procedures and applicable tribal, federal, state and local laws and ordinances.

Knowledge of the Navajo culture and traditions.

Knowledge of principles, methods and techniques of investigation, including collection, preservation and presentation of evidence and identification techniques.

Knowledge of the standards by which the quality of criminal investigative services are evaluated.

Skill in planning, organizing and directing the work of employees performing varied operations connected with criminal investigative/law enforcement activities.

Skill in developing annual budget and monitoring revenue and expenditures.

Skill in analyzing problems and identifying alternative solutions, projecting proposed actions, and implementing recommendations in support of goals.

Skill in communicating, both orally and in writing.

Skill in working with other law enforcement personnel in addressing community problems in an efficient manner.

Skill in understanding and interpreting complex laws, rules, regulations, policies and guidelines.

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Skill in analyzing situations quickly and objectively to determine proper course of action.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Must be physically able to perform efficiently the duties of a commissioned law enforcement officer. Must possess emotional and mental stability.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; supplemented by ninety (90) credit hours from an accredited college or university; and six (6) years of professional experience at the level of criminal investigator supervisor managing complex criminal investigations, fraudulent schemes and organized crime investigations.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Criminal Justice, Public Administration, Information Science Technology, Management Information Systems or related field.

SPECIAL REQUIREMENTS:

- Must possess current Arizona and New Mexico Peace Officer Standards and Training (POST) Certification.
- Must possess the Federal Criminal Investigator Certification from the Federal Law Enforcement Training Center.
- A favorable background investigation. Must never have been convicted of a felony or domestic violence or a domestic violence related charge or any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Additional certifications/training may be required.

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.