

SENIOR CRIMINAL INVESTIGATOR

DEFINITION: Under general supervision, performs a full range of investigative work on the more difficult and complex assigned cases from planning through fact finding to report preparation; may serve in lead capacity and supervise other criminal investigators; 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 investigations of alleged or suspected misdemeanor or felony criminal violations of federal, state or tribal laws; identifies issues involved and types of evidence required; determines scope, elements and direction of investigation; reviews and evaluates police officer referrals; provides tactical response including manhunts; participates in field operations; delegates tasks to other investigators, police officials and special agents; maintains information on criminal activities; contacts and collaborates with federal, state and tribal law enforcement agencies.

Investigates crime scene; conducts crime scene profiling; provides initial response and scene processing; photographs, preserves, collects and identifies physical evidence, diagrams crime scene; collects crime scene evidence including fingerprints, blood and body fluids; collects bio-hazardous post mortem fluids; transports human corpses to medical/pathological facilities as needed; participates in exhumation of human remains; authenticates certificates of death.

Seizes controlled substances and evidence; recovers stolen property; performs surveillance and undercover work as needed; interviews witnesses; interrogates and observes suspects; conducts forensic child interviews; utilizes informants to obtain leads and information; analyzes evidence and documents findings; prepares case status updates and detailed reports; apprehends persons suspected of violating federal, state and tribal laws; transports suspects as needed; serves search warrants, subpoenas and arrest warrants; provides technical assistance, guidance and training; conducts public awareness and presentations; attends conferences, workshops and training in criminal investigation, police and updated laws to maintain certification.

Attends and testifies in court hearings; ensures and maintains confidentiality of interview statements; supervises on the scene police officers; investigates white collar crimes, fraud, embezzlement, organized crimes, narcotic trafficking, field tests of contraband, arson, sexual assaults, gang related crimes, conspiracies, occult deviant, robbery and other questionable activities; assists in planning, organizing and coordinating the operation of a district criminal investigations unit; may supervise other criminal investigators, review operational documents and monitor maintenance of fleet.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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

Knowledge of the principles and practices of modern police administration and methods.

Knowledge of criminal justice system functions and operations.

Knowledge of the practices and methods of criminal investigation, major crimes and identification.

Knowledge of methods and procedures for defusing and managing volatile situations and violent and hostile offenders.

Knowledge of all types of firearms, communications equipment and automobiles used in law enforcement.

Skill in interviewing and interrogating techniques and methods.

Skill in analyzing and evaluating facts and evidence to formulate defensible investigative conclusions.

Skill in securing and processing crime scene and collecting and preserving physical evidence.

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Skill in managing and containing hostile, volatile and dangerous situations and making difficult decisions.
Skill in directing operations under stressful and dangerous circumstances.
Skill in managing an investigative caseload and other diverse responsibilities
Skill in the use of assigned weapons.
Skill in enforcing laws tactfully, firmly and impartially.
Skill in the use of firearms and other standard and specialized equipment.
Skill in communicating effectively, both orally and in writing.
Skill in writing logical and clear reports.
Skill in recognizing, collecting and presenting evidence in court.
Skill in analyzing situations quickly and objectively to determine course of action.
Skill in establishing and maintaining effective relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Must meet Bureau of Indian Affairs (BIA) physical standard and 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; and five (5) years of professional law enforcement experience at the level of criminal investigator or five (5) years of professional experience at the level of BIA/FBI special agent or other Federal special agent with responsibility of investigating federal major crimes.

SPECIAL REQUIREMENTS:

- Must possess current United States recognized Peace Officer Certification or be able to reinstate Certification.
- Must possess the Federal Criminal Investigator Certificate 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.

PREFERRED QUALIFICATIONS:

- An Associate's degree from an accredited college or university.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbents who possess and equivalent out-of-state commission or certification must obtain certification in Arizona or New Mexico within one (1) year 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.