

INVESTIGATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in conducting criminal and civil investigations throughout the Navajo Nation; 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:

Identifies, gathers and reviews records and documentary evidence; studies criminal complaints, police reports and court documents; conducts interviews; corroborates 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; locates, inspects and retrieves tangible evidence, personal property and other relevant effects.

Recognizes and collects evidence at crime scene, including photographing and/or videotaping; makes notes at crime scene, including sketching or diagramming; examines, secures and preserves evidence; prepares physical evidence for presentation in courts; 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 guidelines governing aspects of tribal operations.

Knowledge of principles, practices and methods of criminal investigation.

Knowledge of standard investigative techniques.

Knowledge of court proceedings and ability to testify in court.

Skill in conducting interviews and interrogations.

Skill in recognizing, collecting and preserving physical evidence.

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.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Criminal Justice, Criminology, Public Administration or related field; and two (2) years of legal investigative work.

PREFERRED QUALIFICATIONS:

- Must be a member in good standing with 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.