



THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT FORM



To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application. The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo preference in Employment Act and Veterans preference.

POSITION TITLE: *Prosecutor* 204739

REQUISITION NO: DOJ01090523

DATE POSTED: 03/25/2026

POSITION NO: 204739

CLOSING DATE: 4/21/2026

DEPARTMENT: Office of the Prosecutor

EMPLOYMENT TYPE: REGULAR FULL TIME

WORKSITE: Shiprock, NM

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: CL65A

WORK HOURS: 80

ANNUALLY: \$56,000.16

SENSITIVE: Yes

HOURLY: \$ 26.82

DUTIES AND RESPONSIBILITIES:

Represents the interest of the Navajo Nation in prosecuting individuals alleged to have violated provisions of the Navajo Nation Code; reviews citations, arrest sheets and other law enforcement documents and reports; interview witnesses, gathers facts and data; determines if sufficient evidence exists to support the charges; conducts legal research; draft complaints, motions and/or other legal proceedings; prepare a legal strategy; gather and compiles evidence; identifies and subpoenas witnesses, records and other information required to present the case. Prepare and present criminal and civil cases in the Navajo Nation and appellate courts; prepare legal memoranda, briefs, motions and other required documents for court presentation; performs extensive legal research.

Attends staff meetings, training, law seminars/workshops and conferences; provides training to Prosecutors and Juvenile Presenting Officers, legal staff, and upon request to law enforcement personnel; collaborates with law enforcement agencies; negotiates settlement with opposing parties. Present major and complex litigation in District and Family Courts; perform extensive legal research; and perform other work-related tasks/assignments as assigned.

Addresses administrative matters relating to the district office such as: oversee the district staff, conduct district staff meetings, office operations/management, complete annual employee evaluations and make recommendations, complete biweekly timesheets on NovaTime, employee relations/actions, make district level budgetary recommendations, and etc. This position is sedentary with a potential for high levels of stress. This position serves at the pleasure of the Chief Prosecutor.

QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Pre-law, Criminal Justice, Criminology or a closely related field; and three (3) years of progressively responsible experience reviewing, assessing, analyzing legal

information, developing and/or presenting court cases in a court setting; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- Current admission in the Navajo Nation Bar Association.
- Two (2) years of experience presenting criminal or dependency, Children in Need of Services (CHINS), delinquency cases in tribal court.

SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:

Knowledgeable of applicable Navajo Nation, state and federal statutes, rules and regulations, and codes; Knowledge of principles, practices and methods of legal research; Knowledge of principles of judicial procedures and rules of evidence; Knowledge of court processes, administrative law processes and legal terminology; Knowledge of legal strategies, their development and presentations; Skilled in effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; Skilled in analyzing records; Skilled in verbal and written communication; Skilled in operating a personal computer utilizing a variety of software applications; and Skilled in establishing and maintaining effective and cooperative working relationships.

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both Navajo and English languages as a condition of employment.