



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: *Senior Prosecutor* 245640

REQUISITION NO: **DOJ01090695**

DATE POSTED: 04/06/2026

POSITION NO: 245640

CLOSING DATE: **4/20/2026**

DEPARTMENT: Office of the Prosecutor

EMPLOYMENT TYPE: REGULAR FULL TIME

WORKSITE: Chinle, AZ

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: CL67A

WORK HOURS: 2088

ANNUALLY: \$66,189.60

SENSITIVE: Yes

HOURLY: \$ 31.70

DUTIES AND RESPONSIBILITIES:

Represents the interest of the Navajo Nation in prosecuting individuals alleged to have violated provisions of the Navajo Nation Code and present major and complex litigation in District and Family Courts. Reviews citations, arrest sheets and other law enforcement documents and reports; interviews witnesses, gathers facts and data; determines if sufficient evidence exists to support the charges; conducts legal research; drafts complaints, motions and/or other legal proceedings; prepares a legal strategy; gathers and compiles evidence; identifies and subpoenas witnesses, records and other information required to present the case. Prepares and presents criminal and civil cases in the Navajo Nation and appellate courts; prepares legal memoranda, briefs, motions and other required documents for court presentation; collaborates with law enforcement agencies; and negotiates settlement with opposing parties.

Manages and oversees the daily district office operations; supervises lower level prosecutors and supporting legal staff; attends meetings, training, law conference/seminars and workshops; mentors Prosecutors and Juvenile Presenting Officers; provides training to law enforcement personnel as requested; completes annual Employee Performance Appraisals and make recommendations; addresses personnel matters, prepares quarterly/annual reports/statical information; and perform other work-related tasks/assignments as assigned. 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 five (5) years of progressively responsible experience as a trial or office attorney, litigator, legal educator or closely related responsibilities involving exposure to criminal law, civil law,

administrative law, employment law, taxation, and/or other relevant fields, two (2) years of which must have been in a management, supervisory and/or administrative capacity; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- Current admission in the Navajo Nation Bar Association or the intention of seeking and securing admission into the Navajo Nation Bar Association within one (1) year of date of hire.

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:

- Current admission in the Navajo Nation Bar Association or the intention of seeking and securing admission into the Navajo Nation Bar Association within one (1) year of the date of hire.
- Possess a valid state driver's license.
- Must secure a favorable background investigation.
- Incumbent may be required to demonstrate fluency in both Navajo and English languages.