



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: *Criminal Investigator* 244230

REQUISITION NO: **DOJ01091261**

DATE POSTED: 05/18/2026

POSITION NO: 244230

CLOSING DATE: **6/2/2026**

DEPARTMENT: OFFICE OF THE PROSECUTOR

EMPLOYMENT TYPE: REGULAR FULL TIME

WORKSITE: Window Rock, AZ

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: CN67A

WORK HOURS: 40

ANNUALLY: \$67,818.24

SENSITIVE: Yes

HOURLY: \$ 32.48

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Chief Prosecutor and/or Senior Investigator, will investigate criminal cases. The cases are highly complex, document-intensive, and require sophisticated investigative expertise. Present findings as a witness, in legal setting, or in court to represent the interest of the Navajo Nation. including investigating criminal violations of federal, state, and tribal laws

Investigating the criminal cases including investigating criminal violations of federal, state, and tribal laws in the Office of the Prosecutor. The position demands professional and advanced criminal investigative training, independent investigative judgment, technical expertise, managing evidentiary demands, to conduct and manage complex comprehensive criminal investigations to build prosecutable cases that withstand rigorous legal scrutiny.

Will assist in preparing case files and evidence for court proceedings, ensuring all documentation meets legal standards. Investigate, research, consult, and conduct criminal investigations by interviewing witnesses, victims, and suspects to gather facts and evidence for prosecution. Collect, document, and preserve physical evidence following proper chain of custody procedures. Conduct background checks, review financial records, analyze documents, and perform legal research (using Westlaw/Lexis Nexis and Navajo Reporters) to support case development. Conducts thorough study of criminal complaints, police reports, conduct field investigations, collects evidence, and related documentation. Maintains daily log of activities/investigation progress. Conduct interviews of potential and real witnesses and suspects, evaluates reliability and credibility; Completes field investigations on and off the reservation to locate suspects and witnesses, observe suspicious activity, trace financial transactions/records, and collect evidence. Conduct search and seizures, analyze forensic evidence, analyze financial documents, ability to recognize fraud/schemes and collect, classify, and enter into evidence findings. Have the ability to communicate verbally and in written form precisely. Prepare reports, legal pleadings criminal complaints, case chronologies, witness testimonies, and maintain statistics. Collects data, prepares sketches and/or diagrams of investigation crime scene, takes photographs, recordings, and completes

videography; recreate crime scenes, and preserve evidence. Prepare detailed investigative reports documenting findings, witness statements, and evidence collected. Will consult daily with prosecutors and attorneys to develop investigative strategies, discuss case progress, and identify additional evidence needed. Assist prosecutors with trial preparation, including organizing exhibits, coordinating witness testimony, and providing case background information. Serve subpoenas and court documents as needed. Testify in court regarding investigative findings, evidence collection procedures, and witness interviews. May be required to attend pretrials, trials and testify in Navajo Nation, State, and Federal court. Coordinate with federal, state, and tribal law enforcement agencies to obtain records, prepare and respond to discovery requests, share information, and conduct joint investigations.

Administrative tasks include maintaining case management, updating database systems with case status, may be required to prepare time sheets, complete annual inventory of general office equipment and evidence, travel documentation, manage evidence inventory and security, and prepare budgets for the investigative resource needs.

Attend and participate in staff meetings/training, case meetings, tasks force, specialized meeting(s) with prosecutors, special prosecutors, law enforcement officials, etc. from the Navajo Nation, State, and Federal level. Attend training and conferences to maintain credentials, licenses, and related training. May be assigned to special cases and other duties as deemed necessary to ensure the interest of the Navajo Nation are secured.

-Depending upon the needs of 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.

- Obtain a Navajo Nation Vehicle Operator's Permit within 90 days of the date of hire.

QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)

MINIMUM QUALIFICATIONS:

• A high school diploma or GED; and five (5) years of law enforcement experience at the level of police officer.

SPECIAL REQUIREMENTS:

- Must possess current United States recognized Peace Officer Certification or be able to reinstate Certification.
- A favorable background investigation.
- Must never have been convicted of a felony, 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.

SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of Navajo Nation, state and federal laws, regulations, rules, and guidelines governing aspects of tribal operations.
- Knowledge of principles, practices and methods of criminal investigation.
- Knowledge of standard investigative techniques.