

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01019785
 POSITION NO: 297943

DATE POSTED: 06/12/20
 CLOSING DATE: OUF

POSITION TITLE: CHIEF PROSECUTOR

DEPARTMENT NAME / WORKSITE: DOJ/OAG - Office of the Chief Prosecutor / Window Rock, Arizona

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BK74A</u>
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>118,389.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>56.70</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

The Chief Prosecutor performs administrative, managerial, and prosecution work in directing the Office of the Chief Prosecutor and component districts including the Juvenile Justice and White Collar Crime programs. Administers short and long range planning, organizing, directing, strategic planning for annual, external, and supplemental budgets, and related activities of the Office of the Chief Prosecutor. Coordinates and evaluates the overall effectiveness of the assigned program offices and districts. Responsible for adhering to the Plan of Operation and establishing annual goals and objectives, and making necessary amendments. Administrative responsibilities include and are not limited to: Preparing and presenting the annual budget during all stages of the annual budget process; conducting staff and program evaluations, ensuring the appropriate services are effectively and efficiently addressed; addressing personnel recruitment, interviews, hiring, and promotions; supervising all professional at-will employees and regular status employees; Reviewing and monitoring applicable procedures/policies necessary to ensure and promote ethical and professional standards; promoting and maintaining public relations, representing the interests of the Navajo Nation and the Office of the Prosecutor(s) on local, state, national, tribal and related levels, attending meetings, serving on committees, task forces, and other related groups; overseeing the management and expenditures of the General and, if applicable, External funds ensuring compliance with financial requirements. Reviews and approves expenditures/financial documents, and secures grant funds as needed; completes personnel timesheets; addresses personnel matters, evaluations, disciplinary actions, etc. Represents the interest of the Navajo Nation in prosecuting individuals charged with violating Titles 17 and 14 of the Navajo Nation Code, establishing a strong advocacy role on the Nation's behalf to obtain the best possible disposition within the bounds of law and professional conduct. Responsible for reviewing and assisting with all cases that are appealed from State and District Courts. Reviews and assigns cases to Attorneys, Prosecutors, Presenting Officers, and Investigators. Plans, coordinates and evaluates the overall effectiveness of the assigned district and cases; Provides technical legal guidance to central and district office staff, law enforcement agencies; Reviews, monitors and assigns cases; Determines importance of cases; develops case plans, case strategies, evidence gathering, etc.; Prepares and interprets administrative orders, motions, rules, regulation to effect the provisions of governing statutes and other requirements of the law; Performs extensive legal research; prepares memorandums, briefs, motions, orders and other required legal documents, including appellate cases. Interviews witnesses, making judgment as to their credibility. Subpoenas all appropriate witnesses, including police officers for a case scheduled for trial; responds to motions, orders, petitions, and other legal documents. Reviews incoming criminal and civil complaints received directly and indirectly from the general public and law enforcement and other agencies identifying facts and information to justify filing This position serves at the pleasure of the Attorney General.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Juris Doctorate; and eight (8) years of professional experience in the practice of law, criminal or trial experience; two (2) years of which must have been in managing and supervising a law office.

Special Requirements:

- Must be a member of the Navajo Nation and have original domicile upon the Navajo Reservation, or land under the jurisdiction of the Navajo Nation Courts for a term of six (6) months immediately preceding his or her appointment as Chief Prosecutor. (2 N.N.C. §1973.A).
- Licensed to practice in the State of Arizona, New Mexico or Utah.
- Must be a member in good standing with the Navajo Nation Bar Association.
- A favorable background investigation.

(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.)

Special Knowledge, Skills and Abilities:

Knowledgeable in Navajo Nation laws, and applicable state and federal statutes, rules and regulations.
 Knowledgeable in Federal Indian Law, prosecution, juvenile justice and white collar crime.
 Knowledge of principles of management, administration, supervision, budgeting, etc.
 Knowledge of principles, practices and methods of legal research.
 Knowledge of principles of evidentiary gathering of information, documents and financial records.
 Knowledge of principles of criminal law and appeal procedures related to violations of Navajo Nation laws and applicable state and federal statutes, rules
 Knowledge of court processes, administrative law and legal terminology.
 Skilled in performing legal research, interpreting and applying complex laws; Skilled in establishing and maintaining an effective and cooperative working relationship with numerous officials of the Navajo Nation, attorneys, litigants, witnesses, and other law enforcement partners.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.