

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DOJ01019785</u>	DATE POSTED: <u>06/12/20</u>
POSITION NO: <u>297943</u>	CLOSING DATE: <u><b>OUF</b></u>
POSITION TITLE: <u>CHIEF PROSECUTOR</u>	
DEPARTMENT NAME / WORKSITE: <u>DOJ/OAG - Office of the Chief Prosecutor / Window Rock, Arizona</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: <input type="checkbox"/>
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	NO. OF HRS./WK.: _____
	DURATION : _____
	GRADE/STEP: <u>BR74A</u>
	\$ <u>118,389.60</u> PER ANNUM
	\$ <u>58.40</u> PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Shapes and impacts prosecutorial work conducted in offices geographically dispersed throughout the Navajo Nation. Responsible for the implementation of the program's mission and performs work through subordinate supervisors. Oversees the overall planning, direction, and timely execution of program requirements through separate subordinate organizational units. Approves multi-year and long-range plans developed by subordinate supervisors and manages the overall work to achieve program goals and objectives. Manages the development of policy fluctuations in response to changes in appropriation levels or other legislated mandates set by the Navajo Nation Council. Achieves organizational changes and manages major organizational structure changes to the program when appropriate. Exercises discretionary authority to approve the allocation and distribution of funds within the Office of the Prosecutor's multi million dollar budget. Carries out a full range of personnel actions. Influences, motivates or persuades personnel within the Office of the Prosecutor to take actions related to advancing the fundamental goals and objectives of the program. Uses highly developed communication, negotiation, conflict resolution and leadership skills to obtain desired results of program goals and objectives. Determines optimum mix of reduced operating costs and program effectiveness which includes introduction of labor-saving devices, automated processes and method improvements. Manages substantial supervisory and managerial workload as Chief Prosecutor of the Navajo Nation that consumes approximately 60 percent of duty time. Approves cases for trial before Navajo Nation courts (this may include directing investigations to obtain evidentiary data). Solves far-reaching legal problems associated with cases that impacts the Navajo general public and relationships with Federal, State or other local governments. Deals with cases resulting in legal precedents and contends with cases of first impression. Encounters legal matters that are often relatively uncomplicated that can become a test case of extreme importance to the Navajo Nation government and the Navajo public. Leads efforts to litigate cases in the Navajo Nation courts by considering whether a matter is of sufficient importance to warrant prosecution; whether there is adequate evidence; and whether prosecution is likely to adversely affect other cases. Determines the weight of the evidence, the importance of the case, the necessity of uniform application of the law throughout the Navajo Nation, the cost of litigation and other considerations which bear on filing of criminal/civil complaints. Prepares memorandum of fact and law. Approves the filing of various types of pleadings with the appropriate Navajo Nation District Court or Navajo Nation Family Court. Tries the case, or assigns and approves the case for trial by a subordinate prosecutor. Prepares witnesses, examines and cross-exams witnesses, and determines lines of argument. Oversees the implementation and establishment of a cutting-edge tracking system designed to ensure review of cases declined for prosecution by the applicable United States Attorney's Offices. Ensures evidence produced by the Federal Bureau of Investigation and other federal agencies are effectively and efficiently transferred to local Office of the Prosecutor for litigation of declined cases in Navajo Nation courts. Approves the filing of appellate cases. The incumbent must have achieved outstanding stature within the area of criminal law practice or criminal law enforcement. Stature is relative to the duties and responsibilities of this position, the breadth of stature may be either local, regional, or national. Accountable to the Attorney General of the Navajo Nation and oversight committees. Incumbent 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 good standing member of the Navajo Nation Bar Association
- Must attain a favorable background investigation
- Must be a member of the Navajo Nation; have original domicile upon the Navajo Nation, 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 NNC 1973A)
- 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:**

Ability to develop new insights into situations, ability to question conventional approaches; ability to generate new ideas and innovations; Ability to design and implement new and cutting edge processes.

Knowledge of the organization's impact on the external environment and trends that affect the organization.

Ability to rapidly adapt to new information, changing conditions and unexpected obstacles.

Ability to deal effectively with pressure; remain optimistic and persistent, even under adversity. Skill in recovering quickly from set backs.

Knowledge in how to formulate objectives and priorities, and implements plans consistent with the long-term interests of the Navajo Nation Office of the Prosecutor. Skill in capitalizing on opportunities and in managing risks.

Skill in taking a long-term view of the organization and knowledge in how to build a shared vision with others; Skill in acting as a catalyst for organizational change. Knowledge in influencing others to translate vision into action.

Knowledge in financial organization's processes.

Ability to identify the internal and external politics that impact the work of the Office of the Prosecutor. Skill in perceiving organizational and political reality and act accordingly.

Knowledge of what it means to be results driven.

Highly skill at written communication with an emphasis on the skill of rigorous and analytical writing. Ability to speak clearly and persuasively.

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