

CRIMINAL INVESTIGATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in conducting criminal investigations on assigned cases from planning through fact finding to reporting results of investigations for a district; performs the duties of a police officer as needed; and performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Conducts investigations of alleged or suspected criminal violations of federal, state or tribal laws including major crimes; identifies issues involved and types of evidence required; determines scope, elements and direction of investigation; reviews police officer referrals; provides tactical response including manhunts; provides technical assistance, guidance and training to law enforcement staff and agencies; conducts public awareness and presentations to the general public; ensures confidentiality of interview statements; investigates white collar crime.

Photographs, preserves, collects and identifies physical evidence, diagrams crime scenes; seizes controlled substances, evidence including fingerprints, blood and body fluids, recovers stolen property; performs surveillance and undercover work as needed; interviews witnesses; interrogates and observes suspects; utilizes informants to obtain leads and information; serves search warrants, subpoenas and arrest warrants; analyzes evidence and documents findings; prepares case status updates and detailed reports; transports suspect as needed; attends seminars, conference, workshops and training in criminal investigation; keeps updated on laws to maintain certification; attends and testifies in court hearings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of tribal, federal, state and local laws and ordinances of modern police administration and methods.

Knowledge of departmental rules and regulations.

Knowledge of practices and methods of criminal investigation and identification.

Knowledge of all types of firearms, communications equipment and automobiles used in law enforcement.

Skill in interviewing and interrogation techniques and methods.

Skill in preparing and maintaining accurate records, reports and files.

Skill in maintaining calm during emergencies.

Skill in the use of assigned weapons.

Skill in verbal and written communication.

Skill in enforcing laws tactfully, firmly and impartially.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to pass the physical fitness standard as put forth by the Bureau of Indian Affairs (BIA) for police. Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and life threatening situations can occur.

MINIMUM QUALIFICATIONS: An Associate's degree in Criminal Justice or related field; and three (3) years Police Officer experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. Must be a commissioned officer.

THE NAVAJO NATION

Class Code: 2209
Public Safety Series
Police Investigative Group
Pay Grade: 65

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SPECIAL REQUIREMENTS: Must possess a current Arizona or New Mexico Peace Officer Standards and Training (POST) certification and a valid state driver's license. Must pass a background investigation prior to appointment. Must successfully complete the Federal Law Enforcement Training (FLET) – Basic Criminal Investigator Training within one (1) year of employment. Additional certifications may be required. Must never have been convicted of a felony or domestic violence or a domestic violence related charge. Must not have been convicted of a misdemeanor within the past three (3) years.

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