

# THE JUDICIAL BRANCH OF THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

POSITION NO: 245340

Date Posted: December 23, 2024

CLASS CODE: 9248

Closing Date: **OPEN UNTIL FILLED**

POSITION TITLE: **Presentence & Predisposition Investigator**

DEPARTMENT NAME: Dilkon Probation Office

WORKSITE LOCATION: Dilkon, AZ

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: <input checked="" type="checkbox"/>	Salary Range: \$24.71
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$51,594.48
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Grade/Step: CL62G

### DUTIES AND RESPONSIBILITIES

Under the supervision of the Senior Probation Officer, performs work of moderate difficulty in developing presentence, predisposition, and addendum reports for assigned adult and children cases using Navajo Nation laws, standard operating procedures for the probation and parole services, court requirements, and other applicable laws, policies, and rules regarding the client's criminal history. Conducts a presentence or predisposition investigation by completing a background check and social history compiled by the Probation and Parole Department investigator before sentencing and providing it to the judge, prosecutor, and attorney(s). Responsible for conducting a presentence or predisposition investigation to assist the court by verifying, evaluating, and interpreting the information gathered and presenting the information to the court in an organized, objective report. Become familiar with the court-assigned case to identify and schedule interview dates with the defendant or minor respondent, legal guardian, witnesses, family, victims, and other persons involved. During the presentence/predisposition investigation, the investigator will conduct a live interview with the defendant or minor respondent and legal guardian to explain the presentence/predisposition process, that of developing a report that contains information on the defendant's background, including character, upbringing, school/education, work, financial status, relationships, physical and mental health, criminal history, use of drugs and alcohol, military services, and any other details that will have an impact on sentencing or disposition. Interview others who can provide pertinent information, including the prosecutor, law enforcement agents, victims, mental health and substance abuse treatment providers, and the defendant's family members, associates, and employer. Develop a plan to gather and verify information, interpret the data, determine the appropriate sentencing guidelines, statutes, and Dine' philosophical principals to the case's specific facts, and present the investigation results in an organized and objective written report. Complete an investigation to understand the defendant as a person, the circumstances surrounding the defendant's crime, propose the most appropriate sentence to the court and mitigate the severity of a sentence.

### QUALIFICATION REQUIREMENTS:

#### Education, Training and Experience:

An Associate's Degree in Sociology, Criminal Justice, Social Work, Behavioral Science, Communications, Creative Writing, Anthropology, or a closed related field, and two (2) years of progressive and responsible experience in social work, counseling, or a closely related field. An equivalent combination of education, training, and work experience that provides the capabilities to perform the described duties may be considered. The incumbent must have excellent written and oral communication skills.

Preferred: A Bachelor's Degree in Sociology, Criminal Justice, Social Work, Behavioral Science, Communications, Creative Writing, Anthropology, or a closely related field.

#### Special Knowledge, Skills and Abilities:

This position requires knowledge of: basic applicable Dine' Be bee hazaanii, Navajo Nation statutory, state and federal laws; all Navajo Nation and Judicial Branch policies and procedures, Dine' Fundamental Laws, Navajo traditional values, culture, concepts, traditions, and teachings; Navajo Nation court rules, Peacemaking Program processes, legal terminology, personal computer hardware and software components; community resources and service providers, basic counseling techniques and methods; case management principals, client monitoring and record keeping, understanding of substance abuse and mental health issues; develop comprehensive presentence and predisposition reports, ability to present and provide testimony about the investigation, research, and report in a court hearing setting.

#### License/Certification Requirements:

Must possess a valid state issued driver's license. Within 90 days of employment, must: 1) pass a criminal background check, 2) obtain a Navajo Nation Vehicle Operator's Permit, 3) must become FMIS 6B certified, and 4) obtain first aid/cardiopulmonary resuscitation (CPR)/automated external defibrillator (AED) certifications, and 5) obtain a drug and alcohol testing certification to administer tests to clientele, and 6) must obtain defensive tactics training and certification, and recertify annually. Depending on the needs of the Nation, incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources  
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