Election Commission Investigator

Investigations

- Coordinate with Commission legal counsel to prioritize and plan investigations consistent with the Election Commissions request for investigations.
- Apply knowledge of elections and campaign finance laws, policies and procedures, as well as knowledge of investigatory techniques and methods.
- Review written investigative reports to ensure case findings are clearly and logically presented to the Commission.

Case Management

- Maintain a case management system and provide investigation statistics to the Commission as needed.
- Conduct short and long range planning to ensure that alleged violations are investigated in a timely manner and that violations are referred to the Commission within the relevant statutes of limitations for remedial action.

Conduct Investigations

- Perform independent, technical investigative work.
- Gather and analyze evidence and prepare investigative reports.
- Prepare evidence for hearings and court proceedings.
- Coordinate with Commission legal counsel, law enforcement partners, prosecutors and judicial staff to provide testimony in hearings and court proceedings.

Foster Relationships with Internal and External Partners

- Develop and maintain effective professional relationships with law enforcement personnel, prosecutors and the general public.
- Communicate clearly, concisely and professionally both orally and in writing.

Knowledge, Skills and Abilities/Competencies

- Working knowledge of laws pertaining to elections, campaign finance and the collection and admissibility of evidence and courtroom procedures.
- Working knowledge of the methods, procedures and practices used in the investigation of Election Law criminal offenses.
- Working knowledge of elections, processes, systems, procedures and campaign finance regulations.
- Ability to establish and maintain good working relationships with the Election Commission and Staff, law enforcement officials, and court officials.
- Ability to investigate election irregularities and violations, analyze and interpret financial data, prepare comprehensive and detailed reports pertaining to individual cases, maintain and prioritize a case load, present effective court testimony and apply the principles, techniques and procedures of modern criminal investigations.
- Ability to apply the election statutes and criminal statutes of Cherokee Nation to investigations, evidence collection, legal processes and courtroom procedures and practices.
- Ability to develop and execute an investigative plan.
- Considerable interviewing skills
- Proficient in the use of Microsoft Office Word and Excel and available criminal and private databases and open source databases including social media.
- Ability to communicate effectively both orally and in writing with the public, the Commission, court officials and in testimonial and presentation formats.
- Ability to maintain confidentiality.
- Ability to work independently.

Please email your resume and cover letter to election-commission@cherokee.org by Friday, November 27, 2026.