

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOJ00611436</u>	DATE POSTED:	<u>02/08/16</u>
POSITION NO:	<u>242865</u>	CLOSING DATE:	<u>OUF</u>
POSITION TITLE:	<u>Principal Attorney</u>		
DEPARTMENT NAME / WORKSITE:	<u>OAG/DEPARTMENT OF JUSTICE (Natural Resources Unit), Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AC72A</u>
		\$	<u>91,644.80</u> PER ANNUM
		\$	<u>44.06</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Legal work related to Navajo Nation, federal and state courts and administrative tribunal representation of the Navajo Nation Government, as assigned by the Assistant Attorney General of the Natural Resources Unit or the Office of the Attorney General (Attorney General, Deputy Attorney General), including legal research, pleading drafting, representation of Division of Natural Resources regarding a wide range of Natural Resources legal issues.

Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Juris Doctorate; and eight (8) years professional experience as a state licensed Attorney.
- Current admission to any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

Preferred Qualifications:

- Current admission to the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

(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:

Knowledge of federal, state and tribal laws affecting assigned area, specific laws related to assignment; federal Indian law; legal research methods and techniques. Must have skills in analyzing and organizing facts, evidence and precedents in preparing and presenting legal opinions; presenting material and developing an appropriate argument or defense; in verbal and written communication. Ability to establish and maintain effective working relationships.

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