

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00614885 DATE POSTED: 02/26/18
POSITION NO: 243561 CLOSING DATE: 03/30/18
POSITION TITLE: Attorney
DEPARTMENT NAME / WORKSITE: DOJ - Office of the Attorney General (Natural Resources Unit) Window Rock, AZ
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AJ68A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 66,227.20 PER ANNUM
SEASONAL: DURATION : _____ \$ 31.84 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Legal work related to federal, Navajo Nation, 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 and representation of the Division of Natural Resources regarding a wide range of Natural Resources legal issues. Reviews contracts, leases, permits and other related documents. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate;
- current admission in 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.

Special Requirements:

Current admission requires submittal of a current Certificate of Good Standing from the 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 methods and techniques. Must have skills in analyzing and organizing facts; evidence and precedent; in preparing and presenting legal opinions; in presenting material and developing and appropriate argument or defense; in verbal and written communication; skill in establishing and maintaining 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.