

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00614988

DATE POSTED: 03/15/18

POSITION NO: 202214

CLOSING DATE: 06/11/18

POSITION TITLE: Attorney

DEPARTMENT NAME / WORKSITE: DEPARTMENT OF JUSTICE - (Litigation Unit) - Window Rock, Arizona

WORK DAYS: M - F REGULAR FULL TIME: GRADE/STEP: AJ68A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 66,227.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 31.84 PER HOUR

NON-SENSITIVE 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 Litigation Unit or the Office of the Attorney General (Attorney General, Deputy Attorney General), including legal research, pleading drafting, and settlement negotiation for litigation-centered unit of the Navajo Department of Justice, Also, review of proposed disciplinary actions by Navajo Nation government programs for compliance with Navajo Nation Personnel Policies Manual and Navajo Preference in Employment act. Also, drafting of proposed Navajo Nation legislation, regulations, and policies for labor and employment or other matters. 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 in 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 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.