

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB07715130

DATE POSTED: 04/05/18

POSITION NO: 211915

CLOSING DATE: 06/29/18

POSITION TITLE: ATTORNEY

DEPARTMENT NAME / WORKSITE: Legislative Branch/Office of Legislative Counsel, Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AJ68

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

SENSITIVE SEASONAL: DURATION : _____ \$ 31.84 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Represent and provide legal guidance and advice to entities of the Legislative Branch, including assigned divisions, departments, programs, the Navajo Nation Council, its standing committee, boards and commissions involving various areas of law. Work with other staff of the Office under supervision of a Principal Attorney and the general direction of the Chief Legislative Counsel; drafts legal pleadings, briefs, memoranda, resolutions and correspondence in advising and representing the Nation. Assist supervisory attorneys on court cases and drafting of legal documents; make court-related appearance on behalf of the Nation; prepare required reports.

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:

(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:

Knowledgeable of Navajo Nation Government and Laws, legal principles as well as Indian Law, Navajo Nation Laws, Navajo Nation Government and legislation process

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