

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: LB0037746

Date Posted: 04/23/13

POSITION NO: 230112

Closing Date: OUF

CLASS CODE: 2161

POSITION TITLE: Senior Tribal Court Advocate

DEPARTMENT NAME: Office of Legislative Counsel

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R66A

Days: M-F

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 45,011.20 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 21.64 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provide legal advice and legislative drafting services to the Navajo Nation Council, its standing committees and individual Council Delegates. Provide legal advice, assistance and representation to all Legislative Branch programs, officials and employees under the general direction and supervision of the Chief Legislative Counsel.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Criminal Justice, Law, Pre-law, Criminology or a closely related field; and

**Experience:**

four (4) years of progressively responsible trial or office attorney work involving the development and/or presentation of court cases in a tribal court setting; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)*

**Special Knowledge, Skills and Abilities:**

Knowledge of general legal principles as well as Indian Law and ability to present complex legal principles in a simple and understanding manner. Strong legal writing skills critical.

**License/Certification Requirements:**

Must be a member of the Navajo Nation Bar Association. Must be in strict conformance with professional and ethical standards.

**VETERANS' PREFERENCE APPLIES**

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

Revised: 1-15-99