THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OPV0078647** DATE POSTED: **04/23/14**

POSITION NO: **213185** CLOSING DATE: **OUF**

POSITION TITLE: **SENIOR TRIBAL COURT ADVOCATE**

DEPARTMENT NAME / WORKSITE: **OFFICE OF NAVAJO PUBLIC DEFENDER - WINDOW ROCK, AZ**

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☑ GRADE/STEP: Y66A

WORK HOURS: 8:00 AM 5:00 PM PART TIME: ☐ NO. OF HRS./WK.: _____ $ 46,363.20 PER ANNUM

SEASONAL: ☐ DURATION : $ 22.29 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Independently prepares and is responsible for more advanced and complex criminal and civil (juvenile) cases, including appellate cases; interviews witnesses, clients, experts and others; investigates all aspects of criminal and delinquent cases; negotiates settlements with opposing parties; prepares legal memoranda, briefs, motions and other required documents for court presentations; appears in court. Performs legal research and be able to present legal arguments in a cogent fashion (orally and in writing). Must have ability to conduct a trial and possess good working knowledge of the rules of evidence and have substantive knowledge and extensive experience of the law. Prepare legal documents, briefs, motions and other forms required by the Court. Must possess knowledge of and experience in preparing appellate cases, and negotiation of settlements. Responsibile for legal work of considerable difficulty in the defense of criminal actions and representation of clients. Must have the ability to analyze, apprise and organize facts, evidence and precedents, prepare and present such material in clear and logical form, both oral and written, in Court. May assist with training of tribal court advocates, case reviews, and preparation of required reports when needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A Bachelor's degree in Criminal Justice, Law, Pre-law, Criminology or a closely related field; and three (3) years of experience representing clients before Navajo Nation courts or administrative tribunals.

Preferred Qualifications:

* Licensure with the Navajo Nation Bar Association for at least four (4) years with at least four (4) years of experience representing clients before Navajo Nation Courts or administrative tribunals.

Special Requirements:

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

(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:

Comprehensive knowledge in all areas of common tribal and federal laws, in court procedures & Rules of Evidence; in methods & techniques in presenting cases in Court, of legal research, use of law books & good writing skills. Must communicate effectively in the English and Navajo languages. Must possess a valid State and Tribal driver's license.

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