

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00620965

DATE POSTED: 04/28/21

POSITION NO: 243564

CLOSING DATE: Open Until Filled (OUF)

POSITION TITLE: Attorney Candidate

DEPARTMENT NAME / WORKSITE: DEPARTMENT OF JUSTICE/Office of the Attorney General/Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: BK67A

WORK HOURS: 8am - 6pm PART TIME: NO. OF HRS./WK.: _____ \$ 64,999.44 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 31.13 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general direction of Assistant Attorney General for the Litigation Unit, the Attorney General, and Deputy Attorney General, advises and represents the Navajo Nation Government in all areas of civil law before Navajo Nation, federal, and state courts and administrative tribunals, with a specific emphasis on labor and employment law. Duties also include legal research, pleading drafting, and settlement negotiation. Also reviews proposed disciplinary actions by Navajo Nation government programs for compliance with Navajo Nation Personnel Policies Manual and Navajo Preference in Employment Act. Also drafts 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; 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:

- Seeking and securing admission the State Bar Arizona, New Mexico or Utah State Bar and the Navajo Nation Bar Association with one (1) year of date of hire.

(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.