

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB07713713
POSITION NO: 230113
POSITION TITLE: _____

DATE POSTED: 05/02/17
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: Office of Legislative Counsel - Window Rock, Arizona
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AC67A
WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 59,820.80 PER ANNUM
SEASONAL: DURATION : _____ \$ 28.76 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under supervision of the Chief Legislative Counsel representing the interest of the Navajo Nation Government. Provide and assist other staff attorneys within the office in preparing all required legal documents; review and research; draft legislation and correspondence . Provide legal advice and representation to entities of the Legislative Branch programs, Standing Committees of the Navajo Nation Council and the Navajo Nation Council accompanied by the supervising attorney. Other duties as signed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Juris Doctorate in Law.

Special Requirements:

- Within one (1) year of employment must obtain license to practice law in the state of Arizona, New Mexico, Utah or Colorado and the Navajo Nation.

(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, applicable state and federal statutes, rules and regulations. Skilled in legal research, effectively assessing, interpreting and applying complex laws to information and data compiled.

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