THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOJ0068672**	DATE POSTED:	**05/05/14**
POSITION NO:	**202237**	CLOSING DATE:	**05/16/14**
POSITION TITLE:	**Assistant Attorney General**		
DEPARTMENT NAME / WORKSITE:	**DOJ/Office of the Attorney General - Tax and Finance Unit/ Window Rock, AZ**		

WORK DAYS:	Mon. - Fri.	REGULAR FULL TIME:	☑		GRADE/STEP:	Z74A - Z74F
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ DOE	PER ANNUM
		SEASONAL:	☐	DURATION :	$ DOE	PER HOUR
		TEMPORARY:	☐		(DEPENDING ON EXPERIENCE)	
					$105,768.00 - $122,636.80)	

DUTIES AND RESPONSIBILITIES:

Under general direction of the Attorney General or the Deputy Attorney General, manages a component "Tax and Finance Unit" of the Office of the Attorney General; Provides legal direction to other attorneys and advocates in preparing and responding to complex legal representation to Navajo Nation Divisions, Departments, and Local governmental units regarding a wide range of Taxation, Insurance, Retirement, Finance (Controller) and Office of Management & Budget and Navajo Nation Tax commission, Judicial and Legislative Branch of the Navajo Nation in legal issues, including statutory and regulatory grounds for local authority, contract disputes and procurement issues, and intergovernmental relations; performs professional legal work in counseling, research, trial and other legal work; present cases in courts; and performs related duties as required in finance and taxation. Prepares and presents criminal and civil cases in tribal, municipal, state, and federal courts; confers with, gives advice to, and prepares opinions for various departments and branches of the Tribe; drafts legal and judicial processes; prepares interpretations of new legislation and judicial decisions; reviews contracts, mortgages, leases, permits and related documents prior to signature by Tribal officials; conduct interview, complainants, and others on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. Advise clients and members of the various oversight committees of the Navajo Nation council, as is required, on legal questions. Provides opinion of tribal law and/or legislative proposals that may impact the Navajo Nation. Assist in routine operation of the Department of Justice.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A Juris Doctorate; and eight (8) years professional experience as a state licensed attorney, two (2) years of which must have been in a supervisory capacity. Licensed to practice law in Arizona, New Mexico, or Utah and the Navajo Nation.

Preferred Qualifications:

* Eight (8) years professional experience as a state licensed attorney, four (4) years of which must have been in a supervisory capacity.

(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 judicial procedures and rules of evidence; considerable knowledge of the methods and practices of pleadings and of effective techniques in the presentation of cases in courts; considerable knowledge of the principles, methods, materials, and practices of legal research; and considerable knowledge of the functions, policies, and rules and regulations of the employing department. Ability to analyze, appraise and organize facts, evidence and precedents; and to present such materials in clear and logical form for oral or written presentation; and to establish and maintain effective working relations with those contracted in the course of work. Knowledge of the principles and practices of public administration.

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