

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ0068686 DATE POSTED: 5/12/2014
POSITION NO: 246026 CLOSING DATE: 5/23/2014
POSITION TITLE: Principal Tribal Court Advocate
DEPARTMENT NAME / WORKSITE: DOJ/Office of the Attorney General/Human Services and Government Unit/Window Rock, AZ
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: Y68A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$55,078.40 PER ANNUM
SEASONAL: DURATION : \$26.48 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Legal work related to representations of the Navajo Nation government, as assigned by the Attorney General and the Assistant Attorney General, including legal research, negotiations, legal writing, pleadings, brief, memoranda, resolutions, and other documents for division, department, program assigned. Provide legal review and make recommendation changes or correction in T.2, 164 document review process by providing memorandum if necessary.

Assist as needed in court appearance and research and writing, including drafting of appellate brief, for cases in Navajo State and Federal Courts such as Indian Child Welfare Act Laws of 1978 , Child Support Enforcement and Involuntary commitments: INDIAN CHILD WELFARE ACT OF 1978: Attend Intergovernmental meetings with the states of NM, Arizona and Utah to discuss legal issues and provide legal advise to client; participate in individual case staffing with social workers regarding Navajo children who are enrolled members or eligible for enrollment with the Navajo Nation where the states have filed neglect or abuse petitions and children are in foster care; answer legal questions regarding state compliance with the ICWA, i.e. jurisdictional, priority placement, notice; CHILD SUPPORT ENFORCEMENT: Attend meetings, training and sometimes attend conference as a presenter for the Navajo Nation Department of Child Support Enforcement in relation to tribal sovereignty for state and federal programs; Attend child support enforcement hearings; Case staffing with Child Support Enforcement officers to provide legal advise and case strategy. Legal advise to the Department with regards to jurisdictional issues and multi orders with several states; supervision of tribal court advocates hired by the Department of Child Support Enforcement; INVOLUNTARY COMMITMENTS: Prepare legal pleadings for involuntary commitments to Arizona State Hospital for Navajos who require long term treatment for mental disorders; Attend tribal court hearings for these cases, Provide legal advice to telephone and walk-in inquiries about legal issues.

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 five (5) years of experience representing clients before Navajo Nation courts or administrative tribunals.

Preferred Qualifications:

- Licensure with the Navajo Nation Bar Association for at least six (6) years with at least six (6) 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 must 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:

Knowledge of Navajo Nation laws, and applicable state and federal statutes, rules and regulations of assigned legal area, knowledge of the of principles of accounting, bookkeeping, records, file and case management, knowledge of the principles, practices and methods of legal research, gathering evidentiary information, documents, financial records and other data that may be used in court, Knowledge of court processes, administrative law processes and legal terminology, legal strategies, their development and presentation, Skill in undertaking extensive and thorough legal research, Skill in effectively assessing, interpreting and applying complex laws to information, evidence and other date complied and skill in assessing, analyzing and assessing financial and other records to make recommendations for subsequent appropriate action.

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