THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00617938
DATE POSTED: 05/24/19
POSITION NO: 241394
CLOSING DATE: Open Until Filled

DEPARTMENT NAME / WORKSITE: NN Department of Justice / Office of the Attorney General / Window Rock, AZ
POSITION TITLE: Attorney
WORK DAYS: Mon. - Fri.
REGULAR FULL TIME: [✓]
WORK HOURS: 8am - 5pm
PART TIME: [ ]
SENSITIVE: [ ]
NON-SENSITIVE: [✓]
GRADE/STEP: AS68A
NO. OF HRS./WK.: [ ]
PER ANNUM: $67,225.60
PER HOUR: $32.32
DURATION:

DUTIES AND RESPONSIBILITIES:
Under general direction of the Assistant Attorney General, the Attorney General, or the Deputy Attorney General, provides legal direction to Navajo Nation Divisions, Departments and offices, regarding a wide range of legal issues, including statutory and regulatory authority, contracts and procurement issues, and intergovernmental relations; prepares and presents civil cases in tribal, municipal, state, federal courts and administrative bodies; confers with, gives advice to, and prepares opinions for assigned departments and branches of the government; prepares interpretations of new legislation and judicial decisions; reviews contracts, mortgages, leases, permits and related documents; interviews witnesses, complainants, and others on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. This position may entail working on education issues. Assist in routine operations of Department of Justice. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
● Juris Doctorate
● Current admission to any state bar 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:
● Member in good standing with the Navajo Nation Bar Association and Licensed to practice law in Arizona, New Mexico or Utah.

(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 applicable federal, state and tribal laws; legal research methods and techniques. Must have skills in analyzing and organizing information, preparing and presenting legal opinions, and legal arguments. Must be competent in verbal and written communication, as well as 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.