

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB07719783

DATE POSTED: 06/12/20

POSITION NO: 230203

CLOSING DATE: OUF

POSITION TITLE: Attorney

DEPARTMENT NAME / WORKSITE: Office of Legislative Counsel/Window Rock, AZ

WORK DAYS: M-F REGULAR FULL TIME: GRADE/STEP: BD68A

WORK HOURS: 8:00 - 5:00 PART TIME: NO. OF HRS./WK.: _____ \$ 68,577.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 32.97 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the direction of the Chief Legislative Counsel or their designee, provides legal advice and guidance to the Navajo Nation Council, it's standing committees, boards, commissions and entities of the Legislative Branch in all areas of law. Performs legal work of significant complexity that encompasses a broad area of law that includes, but is not limited to, drafting legislation, drafting legal documents, litigation, conducting legal research and analysis, and other related work as assigned. Analyzes legislative action and it's impact on applicable laws and policies at the highest level.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate.
- Current admission in 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:

(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 legal principles as well as Indian law, Navajo Nation laws, Navajo Nation Government and legislation process. Knowledge of Navajo Nation laws, and applicable state and federal statutes, rules and regulations. Ability to work with other attorneys in a fast paced often high stress environment. Excellent verbal and written communication skills; excellent writing and analytical skills.

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