

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV04124071

DATE POSTED: 06/16/22

POSITION NO: 936718

CLOSING DATE: 06/29/2022 by 5pm

POSITION TITLE: Hearing Officer

DEPARTMENT NAME / WORKSITE: Office of Hearing and Appeals, Window Rock AZ.

WORK DAYS: M - F REGULAR FULL TIME: GRADE/STEP: BR67A

WORK HOURS: 8-12, 1-5 PART TIME: NO. OF HRS./WK.: _____ \$ 66,941.28 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 32.06 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Hears and brings to resolution cases involving grievances; personnel, election, tax, business regulatory, grazing disputes, farming disputes, homesite leases, EPA, NOSHA, workman's compensation, child support enforcement grievance and similar case type hearings; maintains an impartial position when hearing cases; assures hearings are conducted in compliance with established laws, policies and procedures. Perform related work as assigned. Review case files, presides over hearings, administers oaths, examines witnesses, reviews evidence submitted, issues subpoenas, review and analyze briefs, undertakes or oversees legal research; drafts and distributes decisions; renders decisions based upon the law and evidence submitted.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree; and two years (2) years of progressively responsible experience as a trial or office attorney, administrative law judge or closely related experience; or an equivalent combination of education and experience.

Special Requirements:

- Must be a member of the Navajo Nation Bar Association and or licensed to practice law in the Courts of the Navajo Nation and in the Courts of one or more of the three (3) states in which the Navajo Nation is situated (Arizona, New Mexico, Utah).
- A favorable background investigation
- Possess a valid state driver's license

(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, administrative orders, policies and procedures, and case law. Knowledge of court processes, administrative law processes, legal terminology, intergovernmental relations, principles and methods of conducting and undertaking legal research.

Skill in conducting valid, effective research, applying legal precedents to individual cases, operating a personal computer utilizing a variety of software applications. Skilled in establishing and maintaining effective, cooperative working relationships with other departments of the Navajo Nation attorneys, litigants, witnesses and interested parties.

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