

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0037926

Date Posted: 07/01/13

POSITION NO: 211915

Closing Date: OUF

CLASS CODE: 2146

POSITION TITLE: Attorney

DEPARTMENT NAME: Office of Legislative Counsel

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S68A

Days: M-F

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 61,505.60 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 29.57 Per Hour

DUTIES AND RESPONSIBILITIES:

Represent and provide legal guidance and advice to entities of the Legislative Branch, including assigned divisions, departments, programs, the Navajo Nation Council, its standing committees, boards and commissions involving various areas of law. Work with other staff of the Office under supervision of a Principal Attorney and the general direction of the Chief Legislative Counsel; drafts legal pleadings, briefs, memoranda, resolutions and correspondence in advising and representing the Nation. Assist supervisory attorneys on court cases and drafting of legal documents; make court-related appearance on behalf of the Nation; prepare required reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

Juris Doctorate.

Experience:

Must have at least two (2) years experience in the practice of law, *preferred*.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Knowledge of legal principles, as well as Indian law, Navajo Nation laws, Navajo Nation Government and legislative law-making process.

License/Certification Requirements:

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.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99