

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0316747
POSITION NO: 242447
CLASS CODE: 2146

Date Posted: 07/02/12
Closing Date: 07/16/12

POSITION TITLE: Attorney
DEPARTMENT NAME: Office of Government Development/Legislative

DEPARTMENT NO: 31 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S68A

Days: Mon. - Fri-

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

Duration: _____ \$ 61,505.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 29.57 Per Hour

DUTIES AND RESPONSIBILITIES:

Research and analyze directives from the Executive Director and the Commission on legal issues and advise accordingly. Provide technical assistance and work with the staff under the direction of the Executive Director of Government Development. Provide legal advice and opinions for the Commission on Navajo Government Development. Draft resolutions, legislations, present and advise the administration tribunals of the office and the Commission on government reforms, amendments, local governance, and other government development related topics.

QUALIFICATION REQUIREMENTS:

Education and Training:

Juris Doctorate, and

Experience:

Two (2) years professional experience as a licensed attorney.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of legal principles as well as Indian Law, Navajo Nation laws, Navajo Nation Government and legislation

License/Certification Requirements:

License to practice law in Arizona, New Mexico, or Utah, and the Navajo Nation.

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