

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR15115744
POSITION NO: 241436
POSITION TITLE: _____

DATE POSTED: 07/03/18
CLOSING DATE: 07/17/18

Tribal Court Advocate

DEPARTMENT NAME / WORKSITE: DHR - Department of Child Support Services - Window Rock, Arizona

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A164A</u>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>41,017.60</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>19.72</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under supervision of Senior Attorney, reviews pleading of Navajo Nation Department of Child Support Services (NNDCSS) staff for corrections, consistency and requirements for establishment and enforcement or modification of paternity, child support medical support, amendment to birth certificate, wage withholding. Represents Navajo Nation and best interest of the child in administrative hearing or judicial forum in Navajo Nation Office of Hearings and Appeals or Navajo Nation Courts. Drafts briefs and files legal motions and litigation in legal forum, develops and compiles defense information on appellate hearings. Provide research, analysis recommendation and legal interpretation to NNDCSS staff on child support issues, concerns, or matters confronted by NNDCSS staff resulting from federal policy interpretation, federal laws, Navajo Nation case law on child support, spousal support, parentage and paternity, medical support, provides response to wide range of inquiries regarding legal and other issues with potential impact on program services and delivery. Provide training to the NNDCSS staff on Federal policy interpretation, the Navajo Nation case law, NNDCSS policy and procedures, applicable federal regulations, hearing procedures, departmental responsibilities under intergovernmental agreement with States. Attend NNDCSS Staff meetings; Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Criminal Justice, Law, Pre-law, Criminology or a closely related field; and one (1) year of relevant trial or office attorney work involving the development and/or presentation of court cases in a tribal court setting; or an equivalent combination of education and experience.

Special Requirements:

- Must be a member of the Navajo Nation Bar Association and must be in strict conformance with professional and ethical standards.

(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: Case Law, Federal, State and Tribal Laws, Legal Terminology, gather evidence, conducts legal research, effective communication, appellate proceedings. **Skills in:** Understanding and following oral/written, instruction/directions; utilized computer databases to research, maintain and update records and files; establishing/cooperative working relationship with resources in the course of work at all times maintain professionalism. **Abilities:** Able to understand and communicate in Navajo language.

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