THE NAVAJO NATION
Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00624255
DATE POSTED: 07/08/22
POSITION NO: 245135
CLOSING DATE: 08/04/2022 by 5PM

POSITION TITLE: Senior Attorney

DEPARTMENT NAME / WORKSITE: Department of Justice/Office of the Attorney General - Tax and Finance Unit, Window Rock, AZ

WORK DAYS: Monday - Friday
WORK HOURS: 8:00 am - 5:00pm
REGULAR FULL TIME: ☑️
GRADE/STEP: BR70A
NO. OF HRS./WK.:

SENSITIVE

NON-SENSITIVE ☑️

SEASONAL:

TEMPORARY:

DURATION:

DUTIES AND RESPONSIBILITIES:
Respond to Requests for Services and other legal inquiries from clients, particularly in the area of the American Rescue Plan Act (ARPA) and federal Fiscal Recovery Funds (FRF). Perform legal research and provide legal advice orally and in writing. Legal advice and services will include: conducting initial eligibility determination reviews on proposed FRF expenditure plans; interpreting federal, state, and Navajo laws, regulations, policies, and procedures; as well as advising on legal compliance in the implementation of FRF programs and projects.
Participate in Legislative Branch and Executive Branch meetings, including Standing Committee meetings and Council Sessions, regarding approval of FRF expenditure plans and the planning and implementation of FRF programs and projects, in order to respond to legal questions pertaining ARPA and the use of FRF.
Provide trainings to clients on relevant federal, state, and Navajo laws regulations, policies and procedures. Attend trainings, continuing legal education courses, and federal-tribal consultations and meetings in order to develop and maintain legal expertise on ARPA and FRF matters.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
• Juris Doctorate degree; and Four (4) years professional experience as a state licensed attorney. 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:
○ If licensed in other jurisdictions, submit a Certificate of Good Standing from all State Bar Associations.
○ 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:
Familiarity with federal, state and tribal laws affecting assigned area, specific laws related to assignment; Federal Indian Law; legal research methods and techniques. Must have skills in analyzing and organizing facts; evidence and precedent; preparing and presenting legal opinions; presenting material and developing and appropriate argument or defense; verbal and written communication; skills in establishing and maintaining effective working relationships.

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

Revised: 04.18.2022