

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV0418008

Date Posted: 07/15/13

POSITION NO: 936718

Closing Date: 07/26/13

CLASS CODE: 2151

POSITION TITLE: HEARING OFFICER

DEPARTMENT NAME: OFFICE OF HEARINGS AND APPEALS

DEPARTMENT NO: 41 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: S67A

Days: Monday-Friday

Permanent:

SALARY: \_\_\_\_\_

Hours: 8 a.m. - 5 p.m.

Temporary:

Duration: \_\_\_\_\_ \$ 56,388.80 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 27.11 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Hear and bring to resolution cases involving child support enforcement, personnel grievances, election grievances, tax commission appeals, business regulatory appeals, NOSHA appeals, and similar case type hearings. Maintains impartial position when hearing cases; assures hearings are conducted in compliance with established laws, policies and procedures.

Reviews case files; presides over hearings; administers oaths, examines witnesses, reviews evidence, issues subpoenas, issues orders, reviews and analyzes briefs, memoranda of law and/or other submitted information; undertakes legal research; drafts decisions. Performs related work as assigned by the Chief Hearing Officer.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Juris Doctorate degree; and

**Experience:**

Two (2) years of progressively responsible experience as a trial or office attorney, administrative law judge or closely related field.

*(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 and legal terminology. Knowledge of intergovernmental relations. Knowledge of the principles and methods of conducting and undertaking legal research. Skill in conducting valid, effective research. Skill in applying legal precedents to individual cases. Skill in operating a personal computer utilizing a variety of software applications. Skill in establishing and maintaining good working relationships with other departments of the Navajo Nation, attorneys, litigants, witnesses and interested parties.

**License/Certification Requirements:**

Valid state driver's license, *preferred*. Must be eligible for and maintain membership in one of the respective states (AZ/NM/UT) and the Navajo Nation Bar Association. Depending on the needs of the Nation may be required to demonstrate fluency in both the Navajo and English languages.

**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*