

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOJ0066790
POSITION NO: 202214
CLASS CODE: 2144

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

POSITION TITLE: Principal Attorney (Attorney Candidate/Attorney/Senior Attorney)

DEPARTMENT NAME: THE DEPARTMENT OF JUSTICE - Office of the Attorney General

DEPARTMENT NO: 006 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S72A - S72F

Days: Mon. - Fri.

Permanent:

SALARY:

Hours: 8am - 5pm

Temporary:

Duration: _____ \$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ (DOE) Per Hour

DEPENDING ON EXPERIENCE

86,382.40 - 100,131.20

DUTIES AND RESPONSIBILITIES:

Under general direction of Assistant Attorney General or the Attorney General, and Deputy Attorney General, provides legal direction to other attorneys in preparing and responding to complex legal representation to Navajo Nation Divisions, Departments, and local governmental units (chapters), regarding a wide range of legal issues, including statutory and regulatory grounds for local authority, contract disputes and procurement issues, employment disputes, and intergovernmental relations; performs professional legal work in counseling, research, trial and other legal work; present cases in courts; and performs related duties as required. Prepares and presents criminal and civil cases in tribal, municipal, state, and federal courts; confers with, gives advice to, and prepares opinions for various departments and branches of the Tribe; drafts legal and judicial processes; prepares interpretations of new legislation and judicial decisions; reviews contracts, mortgages, leases, permits and related documents prior to signature by Tribal officials; interviews witness, complainants, and others on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. Assist in routine operations of Department of Justice.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

eight (8) years professional experience in practice of law, preferable with Indian Law or Tribal Representation. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities: Federal Indian Law & Commercial Transactions;

Knowledge of judicial procedures and rules of evidence; considerable knowledge of the methods and practices of pleadings and of effective techniques in the presentation of cases in courts; considerable knowledge of the principles, methods, materials, and practices of legal research; and considerable knowledge of the functions, policies, and rules and regulations of the employing department. Ability to analyze, appraise and organize facts, evidence, and precedents; and to present such material in clear and logical form for oral or written presentation; and to establish and maintain effective working relations with those contacted in the course of work. Knowledge of the principles and practices of public administration, federal budget allocation, financial, accounting.

License/Certification Requirements:

Admission to the Arizona, Utah, or New Mexico Bar or membership in any state Bar with the intention of seeking admission to the Navajo Nation Bar Association, Arizona, Utah and New Mexico State Bar within one (1) year of employment.

VETERANS' PREFERENCE APPLIES

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

Revised: 02-13-03