

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00812233

DATE POSTED: 07/18/16

POSITION NO: 243807

CLOSING DATE: 07/29/16

POSITION TITLE: Attorney

DEPARTMENT NAME / WORKSITE: Navajo Board of Election Supervisors / Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AC68A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 65,249.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 31.37 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provide legal guidance and advice to Navajo Board of Election Supervisors and Navajo Election Administration, Navajo Nation Council, standing Committees involving various areas of law, such as Title 11 Election Code and other codes as the need requires. Analyzes legal issues and advised accordingly, drafts legal pleadings, briefs, memoranda, resolutions and correspondence in representing the Nation, pursues negotiations to settle disputes. Review past court, Office of Hearing & Appeals, Ethics and Rule Office rulings. Interviews and prepares witnesses for testimonial court hearings; prepares court cases by drafting complaints, order to show cause, preliminary motions, indictments, briefs and supporting affidavits; all written work is thoroughly reviewed by a supervising attorney; makes court related appearances on behalf of the Nation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate.
- 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:

Practice in Navajo Nation Courts.

(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:

Practice in state courts.

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