

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DHR1516822
POSITION NO: 241436
CLASS CODE: 2162

Date Posted: 11/26/07
Closing Date: OUF

POSITION TITLE Tribal Court Advocate

DEPARTMENT NAME Department of Child Support Enforcement

DEPARTMENT N 151 WORKSITE LOCATION: Window Rock, Az

WORKS DAYS/HOUF POSITION TYPE: GRADE: N640A

Days: Monday - Friday Permanent: SALARY:

Hours: 8:00 a.m. - 5:00 p.m. Temporary: Duration: \$ \$36,753.60 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ \$17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Under supervision of Sr. Tribal Court Advocate, reviews each pleading of DCSE staff for correctness, consistency and requirements for establishment and enforcement or modification of paternity, child support medical support, amendment to birth certificate, wage withholding. Notice of Public Assignment, request for hearing, on a daily basis by constant communication with NNDCSE staff. Represents NN and best interest of the child in administrative hearing or judicial forum in NN Office of Hearings and Appeals (OHA) or NN courts. Drafts briefs and files legal motions and litigation in legal forum, develops and compiles defense information on appellate hearings, argues NNDCSE cases before appellate tribunals or NN Judicial Court and NN OHA. Files appeals to NN Supreme Court. Under supervision of Sr. Tribal Court Advocate, provide research, analysis, recommendation and legal interpretation to DCSE staff on child support issues, concerns, or matters confronted by DCSE staff resulting from federal policy interpretation, federal laws, NN case law on child support, spousal support, parentage and paternity, medical support; provides response to wide range of inquires regarding legal and other issues with potential impact on program services and delivery. Under supervision of Sr. Tribal Court Advocate, provide training to the NNDCSE staff on Federal policy interpretation, NN case law, NNDCSE policy and procedures manual, applicable federal regulations OHA hearing procedures, departmental responsibilities under intergovernmental agreement with States. Attend NNDCSE staff meetings; plan and implement case staffings; attend other meetings, conferences, training, as assigned by Sr. Tribal Court Advocate. Maintains good standing with NNBA. Prepares general correspondence to Sr. Tribal Court Advocate, NNDCSE Program Director, and NNDCSE staff regarding implementation of federally approved "Plan", compliance with federal regulations, other applicable laws, and overall operation and objectives of the department, documents relevant legal advice or recommendations, prepares and submits required reports, including corrective action plan implementation.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelors Degree in Criminal Justice, Law, Pre-Law, Criminology, or a closely related field; and

Experience:

two (2) years 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, training, and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.)**

Special Knowledge, Skills and Abilities:

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

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