

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

Requisition No: OAG0062046  
POSITION NO: 241394  
CLASS CODE: 2146

Date Posted: 06/21/10  
Closing Date: OUF

POSITION TITLE: 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: O68A - O68F

Days: Mon. - Fri. Permanent:  SALARY:

Hours: 8am - 5pm Temporary:  Duration: \_\_\_\_\_ \$ \_\_\_\_\_ Per Annum

Part-Time:  No. of Hrs/Wk: \_\_\_\_\_ \$ (DOE) Per Hour

**DEPENDING ON EXPERIENCE**

**\$59,363.20 - \$68,848.00**

**DUTIES AND RESPONSIBILITIES:**

Under general direction of a senior attorney or other supervisor, 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.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Juries Doctorate and

**Experience:**

two (2) years professional experience as a licensed attorney. License to practice law in Arizona, New Mexico, or Utah and the Navajo Nation.

**Special Knowledge, Skills and Abilities:**

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

**License/Certification Requirements:**

PREFERRED: 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 year of hire.

**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*