

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00618347

DATE POSTED: 07/29/19

POSITION NO: 244287

CLOSING DATE: OUF

POSITION TITLE: Attorney

DEPARTMENT NAME / WORKSITE: DEPARTMENT OF JUSTICE/Office of the Attorney General - Window Rock, Arizona

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AS68A

WORK HOURS: 8am - 6pm PART TIME: NO. OF HRS./WK.: _____ \$ 67,225.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 32.32 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general direction of Assistant Attorney General for the Litigation Unit, the Attorney General, and Deputy Attorney General, advises and represents the Navajo Nation Government in all areas of civil law before Navajo Nation, federal, and state courts and administrative tribunals, with a specific emphasis on labor and employment law. Duties also include legal research, pleading drafting, and settlement negotiation. Also reviews proposed disciplinary actions by Navajo Nation government programs for compliance with Navajo Nation Personnel Policies Manual and Navajo Preference in Employment Act. Also drafts proposed Navajo Nation legislation, regulations, and policies for labor and employment or other matters. Other duties as assigned.

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.

PREFERRED QUALIFICATIONS:

Current admission requires submittal of a Certificate of Good Standing from the State Bar as requested by the Department of Justice.

(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 federal, state and tribal laws affecting assigned area, specific laws related to assignment; Federal Indian Law; legal research methods and techniques methods and techniques. Must have skills in analyzing and organizing facts; evidence and precedent; In preparing and presenting legal opinions; In presenting material and developing and appropriate argument or defense; in verbal and written communication; skill in establishing and maintaining effective working relationships.

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