

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00814143

DATE POSTED: 08/03/17

POSITION NO: 243807

CLOSING DATE: OUF

POSITION TITLE: Sr. Tribal Court Advocate

DEPARTMENT NAME / WORKSITE: NEA/Quality Inn Navajo Nation Capital Bldg Complex, Suite 212, Window Rock AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB66

WORK HOURS: 8 am to 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 47,756.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 22.96 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Advise Navajo Board of Supervisors during meetings, deliberations, public hearings, work sessions, and where interpretation of federal, states, and Navajo Nation laws is needed. Title 11 code review, interpretation, recommendations, Navajo Election Code Cases, Election Codes Amendments, candidates qualification, candidates expenditure and contribution reports, reapportionments, purging of voters, and other issues that arise internally/externally of the Election Administration. Associated codes review, interpretation and recommendation, i. e. Title 2, Title 10, Title 26, Title 17, etc. Typing driving, reviewing challenges, preparation for hearings, scheduling, meeting with clients, and meeting with all parties that are involved in the case upon request. Filing responses to subpoenas, challenges, written responses to disqualify a candidate, letters to voters who have questions about past elections, and responses to mass media on present and future cases relating to Navajo Nation Elections. Follow up on candidates expense report after an election, check the amount of contribution and expenditure of a candidates campaign expenditure report. If expenditure is less than the contribution, a letter will be sent to the candidates requesting the money to be given back to the voters. Consultation with Navajo Board of Election Supervisors, Navajo Election Administration and other Navjo Nation officials, and staff. Draft Legislations, revise election code, proposed election codes base on challenges, disqualification, campaign expenditure reports, candidates serving on all elected positions on the Navajo Nation, and finding a sponsor for changes to be made in the election codes and other recommendations made by the Navajo Board of Election Supervisors. Working with the office of Legislative Counsel, Navajo Nation Office of Legislative Services, the Navajo Nation Department of Justice, Office of the Prosecutor, and other Navajo Nation Divisions, programs relating to all of the above. Drafting resolutions, letters, candidates disqualification letters, responses to challenges will be reviewed by the Office of Legislative Counsel.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelors's Degree in Criminal Justice, Law, Pre-Law, Criminology or a closely related field; and three (3) years of experience representing clients before Navajo Nation courts or administrative tribunals; or an equivalent combination of education and experience.

Special Requirements:

- Must be a member of the Navajo Nation Bar Association and be in strict conformance with professional and ethical standards.
- A favorable background investigation is required.

(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:

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both Navajo and English language as a condition of employment.

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