

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00624485
POSITION NO: 243563
POSITION TITLE: _____

DATE POSTED: 08/03/22
CLOSING DATE: OUF

Attorney Candidate

DEPARTMENT NAME / WORKSITE: DOJ - Office of the Attorney General - Window Rock, AZ

WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BR67A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>66,941.28</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>32.06</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under general direction of the Assistant Attorney General, the Attorney General, or the Deputy Attorney General, provides legal direction to Navajo Nation Divisions, Departments and offices, regarding a wide range of legal issues, including statutory and regulatory authority, contracts and procurement issues, and intergovernmental relations; Assists Attorneys; prepares and presents civil cases in tribal court and administrative bodies; confers and provides guidance, and prepares advisory opinions for assigned departments and branches of the government; prepares interpretations of new legislation and judicial decisions; reviews contracts, leases, permits and related documents; interviews witnesses, complainants, and others on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. Assists in routine operations of Department of Justice. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate.

Special Requirements:

- must obtain license to practice law in Arizona, New Mexico, Utah or Colorado and the Navajo Nation within one (1) year of employment

(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 applicable federal, state and tribal laws; legal research methods and techniques. Must have skills in analyzing and organizing information, preparing and presenting legal opinions, and legal arguments; Must be competent in verbal and written communication, as well as 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.