THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR15112301**	DATE POSTED:	08/08/16
POSITION NO:	241436	CLOSING DATE:	08/22/16
POSITION TITLE:	Tribal Court Advocate		
DEPARTMENT NAME / WORKSITE:	DHR - Department of Child Support Enforcement - St. Michaels, Arizona		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB64A
WORK HOURS:	8 AM - 5 PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under supervision of Senior Tribal Court Advocate, reviews pleadings 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. Represents Navajo Nation and best interest of the child in administrative hearing or judicial forum in Navajo Nation Office of Hearings and Appeals (NNOHA) or Navajo Nation courts. Drafts briefs and files legal motions and litigation in legal forum, develops and compiles defense information on appellate hearings, presents NNDCSE cases before NNOHA or Navajo Nation Courts. Provide research, analysis, recommendation and legal interpretation to NNDCSE staff on child support issues, concerns, or matters confronted by NNDCSE staff resulting from federal policy interpretation, federal laws, Navajo Nation case law on child support, spousal support, parentage and paternity, medical support, provides response to wide range of inquiries regarding legal and other issues with potential impact on program services and delivery. Provide training to the NNDCSE staff on Federal policy interpretation, the Navajo Nation case law, NNDCSE policy and procedures manual, applicable federal regulations NNOHA hearing procedures, departmental responsibilities under intergovernmental agreement with States. Attend NNDCSE staff meetings; plan and implement case staffing's; attend other meetings, conferences, trainings, as assigned by Senior Tribal Court Advocate. Prepares general correspondence to Senior Tribal Court Advocate, NNDCSE Program Supervisor, 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 require reports, including corrective action plan implementation. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Criminal Justice, Law, Pre Law, Criminology or a closely related field.

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Must be a member of the Navajo Nation Bar Association.
- Must be in strict conformance with professional and ethical standards.

(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: Case Law, Federal, State and Tribal Laws, Legal Terminology, gather evidence, conducts legal research, effective communication, appellate proceedings. **Skills in:** understanding and following oral/written, instruction/directions; utilized computer databases to research, maintain and update records and files; establishing/cooperative working relationship with resources in the course of work at all times maintain professionalism. **Abilities:** Able to understand and communicate in the Navajo Language.

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