THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00618435
DATE POSTED: 08/09/19

POSITION NO: 249550
CLOSING DATE: Open Until Filled

POSITION TITLE: Assistant Attorney General

DEPARTMENT NAME / WORKSITE: DOJ/Office of the Attorney General - (Water Rights Unit) / Window Rock, AZ

WORK DAYS: Mon. - Fri.
REGULAR FULL TIME: ☑
GRADE/STEP: AS74A

WORK HOURS: 8am - 5pm
PART TIME:  ☐
NO. OF HRS./WK.: ________
$ 112,257.60 PER ANNUM

SENSITIVE ☐
SEASONAL: ☐
$53.97 PER HOUR
DURATION :

NON-SENSITIVE ☑
TEMPORARY: ☐

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

● A Juris Doctorate; and eight (8) years professional experience as a state licensed attorney, two (2) years of which must have been in a supervisory capacity. Licensed to practice law in Arizona, New Mexico, or Utah and the Navajo Nation.

(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 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 the employing department. Ability to analyze, appraise and organize facts, evidence and precedents; and to present such materials in clear and logical form for oral or written presentation. Ability to establish and maintain effective working relations with consultants and outside counsel engaged to assist with work. Knowledge of the principles and practices of public administration.

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