

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00616020
POSITION NO: 243566
POSITION TITLE: Attorney

DATE POSTED: 08/17/18
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: DOJ - OFFICE OF THE ATTORNEY GENERAL
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AJ68A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 66,227.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 31.84 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Legal work related to federal, Navajo Nation and state court and administrative tribunal representation of the Navajo Nation Government, as assigned by the Assistant Attorney General of the Natural Resources Unit or the Office of the Attorney General (Attorney General and Deputy Attorney General), including legal research, pleading drafting, representation of the Division of Natural Resources and the Navajo Nation Environmental Protection Agency regarding a wide range of legal issues. Reviews contracts, leases, permits and related documents. 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.

Special Requirements:

(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.