

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB07718510

DATE POSTED: 08/13/19

POSITION NO: 230113

CLOSING DATE: Open Until Filled

POSITION TITLE: Attorney

DEPARTMENT NAME / WORKSITE: Office of Legislative Counsel/Window Rock, AZ

WORK DAYS: M-F REGULAR FULL TIME: GRADE/STEP: AS68A

WORK HOURS: 8:00 - 5:00 PART TIME: NO. OF HRS./WK.: _____ \$ 67,225.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 32.32 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Represent and provide legal guidance and advice to the Navajo Nation Council, its standing committees, boards and commissions involving various areas of law; representation to entities of the Legislative Branch. Work with other staff of the Office under supervision of a Principal Attorney and the general direction of the Chief Legislative Counsel; drafts legislation, pleadings, briefs, legal memoranda, and correspondence in advising and representing the Navajo Nation Council. Assist supervisory attorney on court cases and draft legal documents; make court-related appearance on behalf of the Nation when needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate.
- Current admission in any state bar with the intention of seeking and securing admissions 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 legal principles as well as Indian law, Navajo Nation laws, Navajo Nation Government and legislation process.

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