

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00619932 DATE POSTED: 08/19/20
POSITION NO: 202246 CLOSING DATE: OUF
POSITION TITLE: PRINCIPAL ATTORNEY
DEPARTMENT NAME / WORKSITE: DOJ - OFFICE OF THE ATTORNEY GENERAL
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: BD72A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 96,304.00 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 46.30 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general direction of the Assistant Attorney General, Attorney General, and Deputy Attorney General, provides professional legal work and advice to the Navajo Nation Office of the Controller (OOC), Office of Management & Budget (OMB), Office of the Navajo Tax Commission (ONTC), Navajo Tax Commission (NTC), Department of Retirement Services (NDRS), Retirement Plan Administration Committee (RPAC), Budget and Finance Committee (BFC), Investment Committee (IC), and as required, to the Navajo Nation Council, Oversight Committees, the Executive, Legislative and Judicial Branches, and Chapters regarding a wide range of legal issues. Attends regular and special meetings of, and analyzes pending legislation, drafts memoranda, and provides verbal reports and legal advice for, the BFC, NTC, RPAC, IC and, as required, of various Oversight Committees and the Navajo Nation Council. Meets and confers with, provides legal advice to, and resolves legal issues for various clients, including the OOC, OMB, ONTC, NTC, NDRS, RSPAC, BFC, and IC. Conducts research; drafts memoranda, legal opinions, contracts, and legal documents, all related to contract reviews, pending legislation, financing transactions, mortgages, leases, permits, statutory and regulatory compliance, contract disputes, procurement issues, and other legal matters; prepares and presents cases in tribal, municipal, state, and federal courts; and performs related duties, as required. Provides opinions of tribal law and/or legislative proposals that may impact the Navajo Nation. Assists in routine operations of the Department of Justice. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate; and eight (8) years professional experience as a state licensed attorney.
- 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, and federal Indian law as well as legal research methods and techniques. Must have skills in the following areas: analyzing and organizing facts, evidence and case law; preparing and presenting legal opinions; presenting material and developing and appropriate argument or defense; verbal and written communication; and 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.