

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00618569
POSITION NO: 202260
POSITION TITLE: _____

DATE POSTED: 09/03/19
CLOSING DATE: 09/16/2019 5:00pm

Principal Attorney

DEPARTMENT NAME / WORKSITE: DOJ / Office of the Attorney General / Navajo Hopi Legal Services Program / Tuba City, AZ

WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AS72A</u>
WORK HOURS: <u>8am - 6pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>94,411.20</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>45.39</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

DUTIES AND RESPONSIBILITIES:

Under the direction of the Attorney General and the Deputy Attorney General, the Principal Attorney supervises a Legal Secretary, an Attorney. A staff of four attorney consultants, and two consulting interpreters. The purpose of the Navajo-Hopi Legal Services Program (NHLSP) is to represent clients from the former Joint Use Area who have applied for relocation assistance benefits for the Office of Navajo and Hopi Indian Relocation (ONHIR), a federal agency. As the Director of NHLSP, the Principal Attorney has its own caseload, including administrative hearings and federal appeals. Representation of clients at the administrative level involves preparing testimony, retrieving discovery, communicating with opposing counsel and the Hearing Officer, attending hearings and writing briefs. The Principal Attorney sets the objectives for NHLSP and provides legal advice to all attorneys regarding procedures and strategy. He/she may author position papers, testify before the Navajo Nation Council on program goals and budget, and provide advice to recipients of relocation benefits in the areas of probate and family law. Administratively, the Principal attorney prepares the yearly budget, oversees the tracking of financial expenditures, manages the Client Trust Account, the Petty Cash Account and the office PCard, writes contracts, plans and authorizes all purchases, and oversees the maintenance of NHLSP's five buildings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate; and eight (8) years professional experience as a state license 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; 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.