THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOJ0069202** DATE POSTED: **09/08/14**
POSITION NO: 296669 CLOSING DATE: **OUF**
POSITION TITLE: **Attorney**
DEPARTMENT NAME / WORKSITE: DOJ - Office of the Attorney General (Natural Resources Unit)
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: ☑ GRADE/STEP: Z68A-Z68C
WORK HOURS: 8am - 5pm PART TIME: ☐ NO. OF HRS./WK.: _____ $ _____ PER ANNUM
SEASONAL: ☐ DURATION $ (DOE) _____ PER HOUR
TEMPORARY: ☐ _____ DEPENDING ON EXPERIENCE
63,356.80 - 67,246.40

DUTIES AND RESPONSIBILITIES:

Under general direction of Assistant Attorney General or the Attorney General, and Deputy Attorney General, Provides legal direction to other attorneys in preparing and responding to complex legal representation to Navajo Nation Divisions, Departments, and local governmental units (chapters), regarding a wide range of Natural Resources legal issues, including statutory and regulatory grounds for local authority, contract disputes and procurement issues, and intergovernmental relations; performs professional legal work in counseling, research, trial and other legal work; present cases in courts; and performs related duties as required. Prepares and presents civil cases in tribal, municipal, state, and federal courts; confers with, gives advice to, and prepares opinions for various departments and branches of the Tribe; drafts legal and judicial processes; prepares interpretations of new legislation and judicial decisions; reviews contracts, mortgages, leases, permits and related documents prior to signature by Tribal officials; interviews witnesses, complainants, and other on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. Assist in routine operations of Department of Justice. 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.

Preferred Qualifications:

- Current admission in the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

(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.