

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00616329 DATE POSTED: 10/03/18
POSITION NO: 202235 CLOSING DATE: 11/30/18
POSITION TITLE: Senior Attorney
DEPARTMENT NAME / WORKSITE: DOJ - Office of the Attorney General - Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AJ70A
WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 78,707.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 37.84 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 or Office of the Attorney General (Attorney General and Deputy Attorney General). Represents the Nation in litigation and settlement negotiations; prepares and presents civil cases in tribal, state and federal courts; interviews witnesses, complainants, and others on a variety of legal matters relative to court appearances; represents the Nation at various work sessions, task forces and meetings. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Juris Doctorate; and four (4) 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.