

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00616330 DATE POSTED: 10/03/18
POSITION NO: 204733 CLOSING DATE: 11/30/18
POSITION TITLE: Attorney
DEPARTMENT NAME / WORKSITE: DOJ - OFFICE OF THE ATTORNEY GENERAL - Window Rock, AZ
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AJ68A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 66,227.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 31.84 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Provides legal guidance and advice to assigned divisions, departments, programs, the Navajo Nation Council, its standing committees, boards and commissions involving various areas of law such as contracting, budgeting, taxation and procuring; researches and analyzes legal issues and advises accordingly; drafts legal pleadings, briefs, memoranda, resolutions and correspondence in representing the Nation; pursues negotiations to settle disputes. The Attorney's legal advice described in prior sentence is provided under the supervision of an Assistant Attorney General or other assigned supervisor and Attorney enjoys a minimal amount of autonomy in providing such legal advice. Assists supervisory attorney handling major court cases by researching applicable court cases and legal documents; interviews and prepares witnesses for testimonial court hearings; prepares court cases by drafting complaints, order to show cause, preliminary motions, indictments, briefs and supporting affidavits; all written work is thoroughly reviewed by a supervising attorney; makes court related appearance on behalf of the Nation. 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.

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.