

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD13912643
POSITION NO: 243353
POSITION TITLE: Attorney

DATE POSTED: 10/10/16
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE:	<u>DOJ/OAG - (Division of Community Development-Administrative Service Center), Window Rock, AZ</u>				
WORK DAYS:	<u>M-F</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AC68A</u>
WORK HOURS:	<u>8am -5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>65,249.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>31.37</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Legal work related to representations of the Navajo Nation Government, as assigned by the Attorney General. Deputy Attorney General and the Assistant Attorney General, including legal research, negotiations, legal writing, pleadings, briefs, memoranda, resolutions, and other documents for division, department, program assigned. Assist as needed in court appearance and research and writing, including drafting of brief in Navajo, State and Federal Courts. Confers with, gives advice to, and prepares advisory opinions, drafts legal and judicial processes, prepares interpretations of new legislation and judicial decisions, reviews contracts, contract disputes, procurement, Chapter issues and performs professional legal work. Attend various meetings as requested. Includes travels training/seminars. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate
- Current admission in any state bar with 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.

(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 the Navajo Nation Litigation/Employment Law and Navajo Preference in Employment Act; federal Indian law; legal research methods and techniques methods and techniques. Must have skills in analyzing and organization facts; evidence and precedent; in preparing and presenting legal opinions; in presenting material and develop and appropriate argument or defense; in verbal and written communication; skill in stablishing 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.