

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: OAG0062469  
POSITION NO: 204733  
CLASS CODE: 2165

Date Posted: 10/11/10  
Closing Date: 10/22/10

POSITION TITLE: PRINCIPAL TRIBAL COURT ADVOCATE

DEPARTMENT NAME: THE DEPARTMENT OF JUSTICE (Office of the Attorney General)

DEPARTMENT NO: 006 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N68A

Days: Mon. - Fri. Permanent:  SALARY:

Hours: 8am - 5pm + Temporary:  Duration: \$ \$51,625.60 Per Annum

Part-Time:  No. of Hrs/Wk: 40+ \$ 24.82 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general direction of a Assistant Attorney General or other supervisor, performs professional legal work in employment grievance, counseling, research, trial and other legal work; present cases in courts; and performs related duties as required. Prepares and presents criminal and 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 witness, complainants, and others on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Criminal Justice, Law, Pre-Law, Criminology, or a closely related field, and

**Experience:**

six (6) years of progressively responsible trial or office attorney work involving the development and/or presentation of court cases in tribal court setting; grievance cases; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Candidate must demonstrate actual legal work conducted on matters related to Navajo Tribal Government, and employment grievances.

**License/Certification Requirements:**

Candidates **must already be admitted to practice law and maintain membership in the Navajo Nation Bar Association (show copy of membership certificate)**. Fluency in both the Navajo and English languages required.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 08-16-02**