

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

Requisition No: DOJ0068264  
POSITION NO: 242865  
CLASS CODE: 2146

Date Posted: 10/22/13  
Closing Date: OUF

POSITION TITLE: ATTORNEY  
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: Z68A - Z68F  
Days: Mon. - Fri. Permanent:   
Hours: 8am - 5pm Temporary:  Duration: \_\_\_\_\_ \$ \_\_\_\_\_ Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 30.46 - 35.32 Per Hour  
**DEPENDING ON EXPERIENCE**  
**63,356.80 - 73,465.60**

**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, employment disputes, 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 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. Assist in routine operations of Department of Justice.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

Juris Doctorate, Current admission in any state bar with the intention or 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 the employment application).*

**Special Knowledge, Skills and Abilities: Federal Indian Law & Commercial Transactions;**

Knowledge of judicial procedures and rules of evidence; considerable knowledge of the methods and practices of pleadings and of effective techniques in the presentation of cases in courts; considerable knowledge of the principles, methods, materials, and practices of legal research; and considerable knowledge of the functions, policies, and rules and regulations of the employing department. Ability to analyze, appraise and organize facts, evidence, and precedents; and to present such material in clear and logical form for oral or written presentation; and to establish and maintain effective working relations with those contacted in the course of work. Knowledge of the principles and practices of public administration, federal budget allocation, financial, accounting.

**License/Certification Requirements:**

**PREFERRED:** 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.

**VETERANS' PREFERENCE APPLIES**

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

**Revised: 02-13-03**