

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00620322 DATE POSTED: 11/25/20
POSITION NO: 202220 CLOSING DATE: OUF
POSITION TITLE: Senior Attorney
DEPARTMENT NAME / WORKSITE: DEPARTMENT OF JUSTICE/Office of the Attorney General (HSGU) Window Rock, AZ
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: BK70A
WORK HOURS: 8am - 6pm PART TIME: NO. OF HRS./WK.: _____ \$ 84,271.68 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 40.36 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general direction of Assistant Attorney General or the Attorney General, and Deputy Attorney General. Provides legal direction to Navajo Nation Division, departments, Navajo Nation Council and committees regarding a wide range of legal issues, including statutory and regulatory compliance, contract and procurement issues, and intergovernmental relations; performs professional legal work in research, trial and other legal work; and performs related duties as required. Confers with, provides advice to, and prepares advisory memorandums for various departments and branches of the Navajo Nation; prepares interpretations of new legislation and judicial decisions; reviews contracts, leases, permits and related documents; interviews witnesses, complainants, and other on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. Assist in routine operations of Department of Justice. 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 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 the 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; Federal Indian Law; legal research methods and techniques methods and techniques. Must have skills in analyzing and organizing facts; evidence and precedent; In preparing and presenting legal opinions; In presenting material and developing and appropriate argument or defense; in verbal and written communication; skill in 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.