THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR15114782** DATE POSTED: **12/15/17**
POSITION NO: 240472 CLOSING DATE: **OUF**
POSITION TITLE: Senior Attorney
DEPARTMENT NAME / WORKSITE: DHR - Department of Child Support Services - Window Rock, Arizona
WORK DAYS: Monday - Friday REGULAR FULL TIME: ☑ GRADE/STEP: AJ70A
WORK HOURS: 8 AM - 5 PM PART TIME: ☐ NO. OF HRS./WK.: $ 78,707.20 PER ANNUM
SEASONAL: ☐ DURATION : $ 37.84
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Under general supervision of the Assistant Attorney General, or designee provides legal advice and services. Initiates and prepares pleadings and legal correspondences, such as various motions and orders, as requested by the appropriate hearing body. Prepares and litigates child support cases before various administrative and judicial forums. Reviews and negotiates child support settlements. Prepares general correspondence to various agencies. Prepares and submits written legal opinions regarding NNDCSS policy manual relative to the overall operation and objectives of the NNDCSS Program, or interpretation of applicable laws and regulations. Researches, analyzes, and prepares legal opinions regarding applicable federal, state, and Navajo Nation Laws. Develops legal brochures on child support enforcement and provides periodic training and technical assistance to NNDCSS staff and outside agencies, on legal issues, interpretation of applicable laws, and impact of opinions of the Navajo Nation Supreme Court. Conducts case staffing on a monthly basis with NNDCSS staff. Confers daily with NNDCSS staff. Attends meetings, conferences, workshops as assigned. Some supervision of other legal staff under NNDCSS maybe necessary. Conducts Employee Performance Appraisal on an annual basis.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
- Juris Doctorate, Four (4) years professional experience as a State Licensed Attorney. Current admission in any State Bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either Arizona, New Mexico or Utah State Bar within one (1) year of

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: Case Law, Federal, State and Tribal Laws, Legal Terminology, gather evidence, conducts legal research, effective communication, appellate proceedings. **Skills in:** JD and license State Bar in Arizona, New Mexico or Utah, and Navajo Nation. **Abilities:** Able to understand and communicate in the Navajo Language.

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