

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

Requisition No: DOJ0068369  
POSITION NO: 202220  
CLASS CODE: 2146

Date Posted: 12/16/13  
Closing Date: 12/30/13

POSITION TITLE: ATTORNEY  
DEPARTMENT NAME: DOJ - Office of the Attorney General (Litigation & Employment Unit)  
DEPARTMENT NO: 006 WORKSITE LOCATION: Window Rock, Arizona  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: Z68A - Z68F  
Days: Mon. - Fri. Permanent:  SALARY:  
Hours: 8am - 5pm Temporary:  Duration: \_\_\_\_\_ \$ Negotiable Per Annum  
Part-Time:  No. of Hrs/Wk: 40+ \$ Negotiable Per Hour  
**63,356.80 - 73,465.60**

**DUTIES AND RESPONSIBILITIES:**

Legal work related to federal, Navajo Nation, and state court and administrative tribunal representation of the Navajo Nation Government, as assigned by the Assistant Attorney General of the Litigation and Employment Unit or the Office of the Attorney General, including legal research, pleading drafting, and settlement negotiation for new litigation-centered unit of Navajo Review of proposed disciplinary actions by Navajo Nation government programs for compliance with Navajo Nation Personnel Policies Manual and Navajo Preference in Employment Act  
Drafting of proposed Navajo Nation legislation, regulations, and policies for labor and employment or other matters.  
Other duties as assigned

**QUALIFICATION REQUIREMENTS:**

**Education and Licensure Requirements**

Juris Doctorate.

Current membership in good standing 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.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted with the employment application).***

**Special Requirements:**

and valid State Driver's License. Membership in the Arizona, New Mexico, or Utah State Bar Association and Navajo Nation Bar Association and at least two (2) years experience in drafting pleadings or other court documents and/or appearing in court. One (1) year may be fulfilled through a judicial clerkship, with preference for a federal clerkship, whether district court or appellate level.

**VETERANS' PREFERENCE APPLIES**

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

**Revised: 11-12-13**