

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0037330

Date Posted: 12/17/12

POSITION NO: 231898

Closing Date: OUF

CLASS CODE: 0211

POSITION TITLE: Chief Legislative Counsel

DEPARTMENT NAME: Office of Legislative Counsel

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: S76A

Days: M-F

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 121,971.20 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 58.64 Per Hour

DUTIES AND RESPONSIBILITIES:

The Chief Legislative Counsel serves as legal counsel to the Navajo Nation Counsel; provide comprehensive legal guidance and advice to the Navajo Nation Council, standing Committees, boards, commissions, and the Legislative Branch; coordinates with the Department of Justice and other attorneys providing legal services to the Nation; provide advice and counsel, interpretation of law, research, analysis and representation in mediation and administrative hearings; provides training and orientation in specific laws and areas of law; directs and performs complex legal research and analysis of laws, legal precedents, and issues; drafts, reviews and prepares proposed legislation, reports, legal documents, and correspondence for the Navajo Nation laws, rules and regulations; develops annual work plan and budget for the Office of Legislative Counsel; attends meetings, training and seminars in support of continuing legal education requirements; prepares and submits activity reports to the Office of Speaker.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Juris Doctorate; and

Experience:

twelve (12) years of professional work experience as a licensed attorney, four (4) years of which must have been in a supervisory or lead capacity.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state, and Navajo Nation laws and regulations relating to administrative and regulatory functions. Knowledge of Navajo Nation, state and federal statutory laws. Knowledge of the procedures and rules required for administrative, legislative and judicial hearings. Knowledge of the methods and techniques of legal research, lobbying and presenting cases in court. Skill in analyzing and organizing facts, evidence and precedents. Skill in presenting material and developing an appropriate argument or defense. Skill in verbal and written communication. Ability to establish and maintain effective working relations with Navajo Nation Council delegates, executive staff, court officials, governmental officials, political figures and the general public. Ability to exercise initiative and good judgment in creating, interpreting and applying law, policies, regulations, procedures and administrative methods. Ability to objectively and analytically devise practical solutions quickly and effectively.

License/Certification Requirements:

Licensed to practice law in the state of Arizona, New Mexico or Utah and the Navajo Nation.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99