

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOJ00611219</u>	DATE POSTED:	<u>12/21/15</u>
POSITION NO:	<u>243562</u>	CLOSING DATE:	<u>OUF</u>
POSITION TITLE:	<u>Attorney</u>		
DEPARTMENT NAME / WORKSITE:	<u>DOJ / Office of the Attorney General / Litigation and Employment Unit / Window Rock, AZ</u>		
WORK DAYS:	<u>Mon. - Fri.</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AC68A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>65,249.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>31.37</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

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, and Deputy Attorney General, including legal research, pleading drafting, and settlement negotiation for litigation-centered unit of the Department of Justice. 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, Experience and Training)

Minimum Qualifications:

- Juris Doctorate.
- Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Associations and the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

Preferred Qualifications:

- Current admission in the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

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.