THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OAG0065040** Date Posted: **12/27/11**

POSITION NO: **242485** Closing Date: **OUF**

CLASS CODE: **2146**

POSITION TITLE: **ATTORNEY**

DEPARTMENT NAME: **DIVISION OF COMMUNITY DEVELOPMENT/OAG**

DEPARTMENT NO: **6** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8:00 - 5:00

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40+

GRADE: S68A

SALARY:
$ 61,505.60 Per Annum
$ 29.57 Per Hour

DUTIES AND RESPONSIBILITIES:

Legal work related to representations of the Navajo Nation Government, as assigned by the Attorney General and the Assistant Attorney General, including legal research, negotiations, legal writing, pleadings, briefs, memoranda, resolutions, and other documents for division, department, program assigned.

Assist as needed in court appearances and research and writing, including drafting of appellate brief, for cases in Navajo State and Federal Courts.

Coordination of casework with unit staff, contract attorneys, contract, consultants, and Department of Justice staff as directed by the Attorney General or the Assistant Attorney General.

Preparing quarterly reports on legal work activities to the Assistant Attorney General for inclusion in the unit report to the Attorney General. attend various meetings as requested and report observation to supervisors and follow through; includes travels, training/seminars.

Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

Juris Doctorate, and

Experience:

two (2) years professional experience as a licensed attorney. Licensed to practice law in Arizona, New Mexico or Utah and the Navajo Nation.

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

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and tribal laws affecting assigned area of functional law. Knowledge of Federal Indian law. Knowledge of legal research methods and techniques.

Skill in analyzing and organizing facts and evidence. Skill in preparing and presenting legal opinions. Skill in presenting material and developing an appropriate argument or defense. Skill in verbal and written communication. Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Valid State Driver's License, ***preferred*** .

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***