THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OTC0534128
POSITION NO: 233946
CLASS CODE: 2148

POSITION TITLE: Tax Attorney

DEPARTMENT NAME: Office of the Navajo Tax Commission
DEPARTMENT NO: 53
WORKSITE LOCATION: Saint Michaels, AZ

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

POSITION TYPE: Permanent

GRADE: S68A

SALARY: $61,505.60 Per Annum

DUTIES AND RESPONSIBILITIES:
Serves as the legal advisor to the Office of the Navajo Tax Commission on matters involving administration and collection of Navajo taxes consistent with established tax laws, rules and regulations; receives comments from taxpayers on the Nation’s taxes; advises taxpayers on laws and regulations; issues private and public rulings regarding application of Navajo Nation taxes to a particular activity; initiates action in the collection of unpaid taxes.

Handles and resolves administrative appeals involving unfavorable tax assessments, tax refund denials, review tax cases; determines cost efficiency by weighing and/or balancing tax revenue disputes with that of pursuing litigation; diplomatically and firmly, negotiates optimum revenue return for the Navajo Nation; negotiates and administers intergovernmental agreements; coordinates with the Department of Justice on tax appeals.

Develop new tax statutes and regulations to expand and strengthen tax laws of the Navajo Nation; revises existing statutes and regulations by coordinating with appropriate committees while respecting the amendment process of the Navajo Nation Council.

Research and provide legal expertise and/or testimony on tax issues that impact the Navajo Nation to tribal, county, state, and federal entities.

QUALIFICATION REQUIREMENTS:

Education and Training:
Juris Doctorate Degree; and

Experience:
four (4) years professional experience as a licensed attorney preferably in a government taxing organization.
(legal experience in the area of taxation or Federal Indian Law, preferred).
(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:
Extensive knowledge of various national, state, and local tax laws or ordinances as it relates to Tribal (Indian Country) taxation.

License/Certification Requirements:
Licensed to practice law in Arizona, New Mexico, and Utah, and membership in the Navajo Nation Bar Association.

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