

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

REQUISITION NO: OTC0534128

Date Posted: 10/03/11

POSITION NO: 233946

Closing Date: OUF

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: POSITIONS TYPE: GRADE: S68A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 61,505.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 29.57 Per Hour

**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*