

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>DOJ00611367</u> | DATE POSTED: | <u>01/25/16</u> |
| POSITION NO: | <u>243564</u> | CLOSING DATE: | <u>02/05/16</u> |
| POSITION TITLE: | <u>Tribal Court Advocate</u> | | |
| DEPARTMENT NAME / WORKSITE: | <u>DOJ / Office of the Attorney General / Economic and Community Development Unit / Window Rock, AZ</u> | | |
| WORK DAYS: | <u>Mon. - Fri.</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> GRADE/STI <u>AB64A</u> |
| WORK HOURS: | <u>8am - 5pm</u> | PART TIME: | <input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>40,414.40</u> |
| | | SEASONAL: | <input type="checkbox"/> DURATION : _____ \$ <u>19.43</u> |
| | | TEMPORARY: | <input type="checkbox"/> _____ |

DUTIES AND RESPONSIBILITIES:

Legal work related to representation of the Navajo Nation government, as assigned by the Attorney General and the Assistant Attorney General, including legal research, negotiations, legal writing, pleadings, brief, memoranda, resolutions, and other documents for division, department, program assigned. Provide legal review and make recommendation changes or correction in the proposed Request for Services (RFS) and 164 assigned by Supervisor and other duties as assigned. Assist as needed in court appearance and research and writing, including drafting of appellate brief, for cases in Navajo, State and Federal Courts a variety of administrative and litigation cases; provide legal advice to telephone and walk in inquiries about legal issues.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Criminal Justice, Law, Pre - Law, Criminology or a closely related field.

Preferred Qualifications:

- Licensure with the Navajo Nation Bar Association for at least two (2) years.

Special Requirements:

- Must be a member of the Navajo Nation Bar Association.
- Must be in strict conformance with professional and ethical standards.

(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 Navajo Nation laws, and applicable state and federal statutes, rules and regulations of assigned legal area, knowledge of the principles, practices and methods of legal research, gathering evidentiary information, documents, financial records and other data that may be used in court, knowledge of court processes, administrative law processes and legal terminology, legal strategies, their development and presentation. Skill in undertaking extensive and thorough legal research, skill in effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled and skill in assessing, analyzing and assessing financial and other records to make recommendations for subsequent appropriate action.

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