

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: NTC05311443
POSITION NO: 233946
POSITION TITLE: _____

DATE POSTED: 02/08/16
CLOSING DATE: OUF

Senior Tax Attorney

DEPARTMENT NAME / WORKSITE: Office of the Navajo Tax Commission / St. Michaels, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AC70A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>77,542.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>37.28</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

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 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.

Minimum Qualifications:

- Juris Doctorate Degree; and at least four (4) years of professional government, accounting or business experience.
- Current admission in any state Bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

Preferred Qualifications:

- A Master of Laws (LLM) in Taxation, Business or Financial Law. Two (2) years of work experience with the Navajo Nation or at a law firm working in taxation, corporate or Federal Indian Law.

Special Requirements:

Licensed to practice law in Arizona, New Mexico, Utah, and the Navajo Nation.

(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:

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

<<A favorable background investigation is required>>

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