

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00611565

DATE POSTED: 03/07/16

POSITION NO: 202262

CLOSING DATE: OUF

POSITION TITLE: Attorney

DEPARTMENT NAME / WORKSITE: OAG/Department of Justice/Navajo-Hopi Legal Services Program - Tuba City, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AC68A-E

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ ***DOE PER ANNUM

SEASONAL: DURATION : _____ \$ ***DOE PER HOUR

TEMPORARY: _____ **DEPENDING ON EXPERIENCE**

\$ 65,249.60 - \$ 73,486.40

DUTIES AND RESPONSIBILITIES:

Under the direction of the Program Director, Attorney General or Deputy Attorney General, the attorney performs professional legal work in counselling, research and trial. He or she provides representation to Navajo and Hopi clients affected by the 1974 Navajo-Hopi Settlement Act, 25 U.S.C.§640d-et seq., other relocation-related legislation and case law. Representation is provided in administrative hearings before the Office of Navajo and Hopi Indian Relocation in Flagstaff, Arizona and in other federal and tribal courts as necessary and appropriate. Appeals of denied relocation eligibility clients are filed in Federal District Court in Phoenix, and the attorney may participate in that process. Hearing matters concern eligibility for "post-86" and "rejected appeal" clients and emphasize residency on the Hopi Partitioned Lands and self-support. The attorney will interview clients, witnesses and others on a variety of legal matters related to relocation; prepare cases for hearing; perform legal research; write pleadings and briefs; and file appeals as necessary.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate.
- Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Associations and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

Preferred Qualifications:

- Current admission in the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

(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 federal, state and tribal laws affecting assigned area, specific laws related to assignment; federal Indian law; legal research methods and techniques methods and techniques. Must have skills in analyzing and organizing facts; evidence and precedent; in preparing and presenting legal opinions; in presenting material and developing and appropriate argument or defense; in verbal and written communication; skill in establishing and maintaining effective working relationships.

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