

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

Requisition No: DHR1513024  
POSITION NO: 240472  
CLASS CODE: 2161

Date Posted: 03/28/11  
Closing Date: 04/08/11

POSITION TITLE SENIOR TRIBAL COURT ADVOCATE  
DEPARTMENT NAME Department of Child Support Enforcement  
DEPARTMENT N 151 WORKSITE LOCATION: St Michaels, AZ  
WORKS DAYS/HOUR POSITION TYPE: GRADE: R66A  
Days: Monday - Friday Permanent:   
Hours: 8:00 a.m. - 5:00 p.m. Temporary:  Duration: SALARY:  
Part-Time:  No. of Hrs/Wk: 40 \$ \$45,011.20 Per Annum  
\$ \$21.64 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provides general supervision and guidance to Tribal Court Advocates for review of each pleading of DCSE for consistency and legal requirements for establishment, enforcement, or modification of paternity, child support, medical support, request for hearing. Represents NN and best interest of the child in administrative hearing under NNOHA or judicial forum in NN Courts. Drafts briefs and files legal motion and litigation in legal forum. Coordinates the development and compilation of defense strategy and information in NN courts or appellate hearings, argues NNDCSE cases before appellate tribunals or NN Judicial court and NN Office of Hearings and Appeals. Provide research analysis, recommendation, and legal interpretation to DCSE Program Supervisor (IV-D Director) upon request and consultation with NNDCSE Program Supervisor (IV-D Director), regarding issues, concerns and matters confronted by NNDCSE resulting from federal policy interpretation, federal law, intergovernmental agreements with states. Provides legal analysis in response to inquiry of NNDCSE Program Supervisor, relevant to child support; legislation regulation, or cases law affecting or potential impact on program services and delivery. Upon request of NNDCSE Program Supervisor (IV-D) Director, prepares issue papers for advocacy and information. Coordinates training for the NNDCSE staff on federal policy interpretation, NN case law, NNDCSE policy and procedures manual applicable federal regulations, NN HOA hearing procedures, NNDCSE responsibilities pursuant to intergovernmental agreements with States. Attend NNDCSE staff meetings: plan and implement case staffings; attend other meetings, conferences, training, upon request or recommendation of, and in consultation and approval by NNDCSE Program Supervisor (IV-D Director). Participate in annual external audit entry and exit conferences, assists in implementing corrective action plan established by NNDCSE.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelors Degree in Criminal Justice, Law, Pre Law, Criminology, or a closely related field; and Accounting or Political Science

**Experience:**

four (4) years of progressively responsible trial or office attorney work involving the development and/or presentation of court cases in a tribal court setting; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Membership to NN Bar Association is required. Must be in strict conformance with professional and ethical standards.

**License/Certification Requirements:**

**PREFERRED:** Software training proficiency certification. Valid State Driver's License.

**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**