

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

REQUISITION NO: OPV0843051

Date Posted: 03/28/11

POSITION NO: 202065

Closing Date: 04/08/11

CLASS CODE: 1021

POSITION TITLE: Government & Legislative Affairs Associate

DEPARTMENT NAME: NAVAJO NATION WASHINGTON OFFICE

DEPARTMENT NO: 84 WORKSITE LOCATION: Washington, D.C.

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: S68A

Days: 5+ per week

Permanent:

SALARY: \_\_\_\_\_

Hours: 40+ per week

Temporary:

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

Part-Time:

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

**DUTIES AND RESPONSIBILITIES:**

Conducts review, analysis and research on proposed and pending legislation and policy initiatives to ensure that legislation and initiatives do not adversely affect the Nation; drafts budgetary and appropriations requests, legislative bills, policy proposals and position papers; prepares and provides detailed reports on the activities of Congress to the Nation; advocates and communicates extensively with congressional representatives and federal agencies to provide briefings and background on the issues and positions of the Nation; analyzes existing federal regulations to protect the interests of the Nation; provides reports to the Nation outlining the political and policy ramifications of these initiatives and provides strategic recommendation on how the Nation should address these initiatives; prepares testimony and oral remarks to be presented at hearings; develops public affairs campaigns and formulates coalitions with interest groups, non-governmental organizations and other governments to further the Nation's position; and attends congressional hearings, press conferences and markups to gather important intelligence on matters of concern to the Nation.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Juris Doctorate degree and two (2) years work experience in the legal or legislative field preferred; or a Master's degree in Public Policy, Law or closely related field and four (4) years of work experience in the legal or legislative field.

**Experience:**

*(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge on the legislative & governmental processes of the Navajo Nation, state, & federal gov'ts; statutes & legal decisions governing Federal Indian Law & Federal Trust responsibilities; skill in legislative affairs planning, analysis techniques, regulatory systems and procedures analysis in order to analyze and present policy alternatives.

**License/Certification Requirements:**

**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*