

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOJ0067242
POSITION NO: 242485
CLASS CODE: 2162

Date Posted: 11/19/12
Closing Date: 12/04/12

POSITION TITLE: Tribal Court Advocate
DEPARTMENT NAME: OAG/Department of Justice/Division of Community Development
DEPARTMENT NO: 6 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A
Days: Mon. - Fri. Permanent:
Hours: 8am - 5pm Temporary: Duration: _____ SALARY:
Part-Time: No. of Hrs/Wk: 40+ \$ \$38,084.80 Per Annum
\$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Legal work related to representations of the Navajo Nation Government, as assigned by the Attorney General and the Assistant Attorney General, including legal research, negotiations, legal writing, pleadings, briefs, memoranda, resolutions, and other documents for division, department, program assigned.

Assist as needed in court appearance and research and writing, including drafting of appellate brief, for cases in Navajo State and Federal Courts.

Coordination of case work with unit staff, contract attorneys, contract, consultants, and Department of Justice staff as directed by the Attorney General or the Assistant Attorney General.

Preparing quarterly reports on legal work activities to the Assistant Attorney General for inclusion in the unit report to the Attorney General. attend various meetings as will as chapter meetings as requested and report observation to supervisors and follow through; includes travels, training/seminars. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's Degree in Criminal Justice, Law, Pre-Law, Criminology or a closely related field; and

Experience:

two (2) years of relevant trial or office attorney work involving the development and/or presentation of court cases in a tribal court setting; or equivalent combination of education, training and legal experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certifications, diploma, license, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and tribal laws affecting assigned area of functional law. Knowledge of Federal Indian law. Knowledge of legal research methods and techniques.

Skill in analyzing and organizing facts and evidence. Skill in preparing and presenting legal opinions. Skill in presenting materials and developing an appropriate argument or defense. Skill in verbal and written communication.

Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

License to Practice Law in the Navajo Nation Courts - Must be a member of the Navajo Nation Bar Association in good standing. Must be in strict conformance with professional and ethical standards.

VETERANS' PREFERENCE APPLIES

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

Revised: 02-13-03