

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: OPV0072636
POSITION NO: 202259
CLASS CODE: 2161

Date Posted: 11/22/10
Closing Date: 12/07/10

POSITION TITLE: SENIOR TRIBAL COURT ADVOCATE
DEPARTMENT NAME: Office of Navajo Public Defender
DEPARTMENT NO: 007 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N66A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: _____ \$ 43,451.20 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 20.89 Per Hour

DUTIES AND RESPONSIBILITIES:

Independently prepares and is responsible for more advanced and complex criminal and civil (juvenile) cases, including appellate cases; interviews witnesses, clients, experts and others; investigates all aspects of criminal and delinquent cases; negotiates settlements with opposing parties; prepares legal memoranda, briefs, motions and other required documents for court presentations; appears in court. Performs legal research and be able to present legal arguments in a cogent fashion (orally and in writing). Must have ability to conduct a trial and possess good working knowledge of the rules of evidence and have substantive knowledge and extensive experience of the law. Prepare legal documents, briefs, motions and other forms required by the Court. Must possess knowledge of and experience in preparing appellate cases, and negotiation of settlements. Responsible for legal work of considerable difficulty in the defense of criminal actions and representation of clients. Must have the ability to analyze, apprise and organize facts, evidence and precedents, prepare and present such material in clear and logical form, both oral and written, in Court. May assist with training of tribal court advocates, case reviews, and preparation of required reports when needed.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

four 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 and training, applicant must submit copies of college transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must possess comprehensive knowledge in all areas of common tribal and federal laws; in Court procedures and Rules of Evidence; in methods and techniques in presenting cases in Court; in methods and techniques of legal research and in the use of law books, and must possess good writing skills. Must have the ability to communicate effectively in the English and Navajo languages.

License/Certification Requirements:

Must be eligible for and maintain membership in the Navajo Nation Bar Association. 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: 1-15-99