

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00611113 DATE POSTED: 11/30/15
POSITION NO: 202240 CLOSING DATE: 12/28/15
POSITION TITLE: Principal Attorney
DEPARTMENT NAME / WORKSITE: DOJ / Office of the Attorney General / Human Services and Government Unit / Window Rock, AZ
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AC72A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 91,644.80 PER ANNUM
SEASONAL: DURATION : \$ 44.06 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general direction of the Assistant Attorney General, Attorney General or the Deputy Attorney General. Position is assigned to "Human Services & Government Unit" of the Office of the Attorney General. Provide legal representation to Navajo Nation Divisions, Departments, and Local governmental units regarding a wide range of areas including Education, Health, Social Services, General Services, Human Resources, Transportation, Judicial and Legislative Branch pertaining to legal issues, including statutory and regulatory grounds for local authority, contract disputes and procurement issues, and intergovernmental relations. Performs professional legal work in research, drafting legal pleadings and other legal documents; appear and present cases before tribal, state and federal courts, as well as, administrative bodies; and performs related duties as required. Confers with, gives advice to, and prepares legal memorandums for various departments and branches of the Nation; prepares interpretations of new legislation and judicial decisions; reviews contracts, mortgages, leases, and other legal documents. Advise clients and members of the various oversight committees of the Navajo Nation council, as is required, on legal questions. Assist in routine operations of the Department of Justice.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Juris Doctorate; and eight (8) years professional experience as a state licensed attorney.
- Current admission to any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Associate and either the Arizona, New Mexico or Utah State Bar within a one (1) year of date of hire.

Preferred Qualifications:

- Current admission to 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.