

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

REQUISITION NO: DOJ00611163  
POSITION NO: 202260  
POSITION TITLE: Principal Attorney

DATE POSTED: 12/07/15  
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: DOJ - Office of the Attorney General (Navajo-Hopi Legal Services Program - Tuba City, Az.)  
WORK DAYS: Mon. - Fri. REGULAR FULL TIME:  GRADE/STEP: AC72A - AC72F  
WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ (DOE) \_\_\_\_\_ PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ \_\_\_\_\_ PER HOUR  
TEMPORARY:  DOE: \$91,644.80 - 106,225.60

**DUTIES AND RESPONSIBILITIES:**

Under general direction of the Attorney General and Deputy Attorney General, the Principal Attorney supervises a Legal Secretary, an attorney, a staff of four attorney consultants, and two consulting interpreters. The purpose of the Navajo-Hopi Legal Services Program (NHLSP) is to represent clients from the former Joint Use Area who have applied for relocation assistance benefits for the Office of Navajo and Hopi Indian Relocation (ONHIR), a federal agency. As the Director of NHLSP, the Principal attorney has her own caseload, including administrative hearings and federal appeals. Representation of clients at the administrative level involves preparing testimony, retrieving discovery, communicating with opposing counsel and the Hearing Officer, attending hearings and writing briefs. The Principal Attorney sets the objectives for NHLSP and provides legal advice to all attorneys regarding procedures and strategy. He/she may author position papers, testify before the Navajo Nation Council on program goals and budget, and provide advice to recipients of relocation benefits in the areas of probate and family law. Administratively, the Principal attorney prepares the yearly budget, oversees the tracking of financial expenditures, manages the Client Trust Account, the Petty cash Account and the office P-Card, writes contracts, plans and authorizes all purchases, and oversees the maintenance of NHLSP's five buildings.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- 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 Association and either Arizona, New Mexico or Utah State Bar within 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.**