

## **LEGAL COUNSEL**

**DEFINITION:** Under administrative direction, provides legal counsel to the Navajo Nation President on legal issues of high complexity and controversy; performs duties of chief legal advisor and counselor; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Serves as legal counsel to the President of the Navajo Nation; provides legal guidance involving a number of law related issues; advises and responds to legal questions referred by Executive Branch officials; recommends policy concerning legal issues in developing material for the Executive Branch; handles complex factual or policy related issues in controversial areas of government operation with federal and state agencies; interprets federal statutes, rules and regulations as they pertain to a number of legal areas confronting the Nation; handles and advises on questions regarding the effects of proposed legislation or changes in government policies of the Nation.

Attends Executive Branch meetings to determine extent of official actions required; determines the propriety of major action required; utilizes a variety of research methods to advise accordingly; provides legal opinions and recommendations resulting from research; proposes alternatives and options to consider; drafts and prepares legal documents and correspondence for the President; coordinates with the Department of Justice on major legal issues; supervises the work of assigned professional staff.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of administrative, legislative and judicial bodies of government operation.

Knowledge of Federal Indian Law, state and federal constitutional and statutory provisions relating to regulatory functions.

Knowledge of legal research methods and techniques.

Knowledge of intergovernmental relations and legislative process at the national, state and tribal level.

Skill in understanding and interpreting complex legal issues and matters.

Ability to analyze legal issues and recommend a balances use of legal and administrative approaches in the resolution of problems.

Ability to analyze, organize and present facts.

Ability to discuss and advise on legal policy issues.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:** A Juris Doctorate degree; and eight (8) years professional work experience in the practice of law as a licensed attorney.

**SPECIAL REQUIREMENTS:** Must be a member of the Navajo Nation Bar Association and a state bar, with the intention of seeking admission to the bar in either the state of Arizona, New Mexico or Utah within 2 years of employment.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.