

### CHIEF LEGISLATIVE COUNSEL

**DEFINITION:** Under administrative direction, performs work of unusual difficulty in serving as legal counsel to the Navajo Nation Council and directing all legal and administrative affairs of the Office of Legislative Counsel; 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 incumbent of this class.

#### **TASKS:**

Serves as legal counsel to the Navajo Nation Council; provides comprehensive legal guidance and advice to the Navajo Nation Council, standing committees, boards, commissions, and the Legislative Branch; coordinates with the Department of Justice and other attorneys providing legal services to the Nation; provides advice and counsel, interpretation of law, research, analysis and representation in mediation and administrative hearings; provides training and orientation in specific laws and areas on legal issues; directs and performs complex legal research and analysis of laws, legal precedents and issues.

Drafts, reviews and prepares proposed legislation, reports, legal documents, and correspondence for the Navajo Nation Council and entities of the Legislative Branch; responsible for the codification of Navajo Nation laws, rules and regulations; develops annual work plan and budget for the Office of Legislative Counsel; attends meetings, training and seminars in support of continuing legal education requirements; prepares and submits activity reports to the Office of the Speaker.

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

Knowledge of federal, state and Navajo Nation laws and regulations relating to administrative and regulatory functions.

Knowledge of Navajo Nation, state and federal statutory laws.

Knowledge of the procedures and rules required for administrative, legislative and judicial hearings.

Knowledge of the methods and techniques of legal research, lobbying and presenting cases in court.

Skill in analyzing and organizing facts, evidence and precedents.

Skill in presenting material and developing an appropriate argument or defense.

Skill in verbal and written communication.

Ability to establish and maintain effective working relations with Navajo Nation Council delegates, executive staff, court officials, governmental officials, political figures and the general public.

Ability to exercise initiative and good judgment in creating, interpreting and applying law, policies, regulations, procedures and administrative methods.

Ability to objectively and analytically devise practical solutions quickly and effectively.

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

**MINIMUM QUALIFICATIONS:** A Juris Doctorate; and twelve (12) years professional work experience as a state licensed attorney, four (4) years of which must have been in a supervisory or lead capacity. Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

THE NAVAJO NATION

Class Code: 0211  
Unclassified Personnel Series  
Immediate Staff of the Speaker Group  
Overtime Code: Exempt  
Pay Grade: 76

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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.