

ATTORNEY GENERAL

DEFINITION: Under administrative direction of the President of the Navajo Nation, directs and manages a highly complex administrative legal entity and/or department engaged in the development and execution of legal policies at the highest level of government, politically appointed through legislative concurrence; establishes department goals and objectives within the context of policies established by the Office of the President and Vice-President and the Navajo Nation Council; 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:

Directs legal department of the Navajo Nation, which is charged with addressing highly complex legal issues on behalf of the Navajo Nation; the timely execution of the overall legal responsibility and obligation of the legal department, facilitates the Nation's strategic objectives; presents and pursues court suits on behalf of the Nation; establishes policy and partnership with key federal and state agencies.

Directs all critical program segments of the legal department; exercises final authority on the full range of personnel actions and proposals recommended by subordinate supervisors; executes department objectives and goals through component programs; handles judicial and/or legal policy issues at the highest level; provides legal direction to overall legal staff.

Opens and maintains contact with key congressional committees, principal assistants to senators and representatives, elected or appointed representatives of state governments, ranking federal and state officials; consults regularly with all three branches of the Navajo Nation government at the highest level; reports on department performance and accomplishments; regularly communicates department accomplishments to the President's office and the Navajo Nation Council.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of common laws and tradition of the Navajo Nation.

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

Knowledge of Navajo Nation judicial protocol, proceedings, and practices.

Knowledge of the principles, methods and practices of public policy, administration and management.

Knowledge of court processes and legal terminology.

Knowledge of legal ethics.

Knowledge of the legislative process of the Navajo Nation.

Knowledge of modern principles and practices of public administration.

Knowledge of establishing short and long term legal goals and objectives.

Knowledge of program development, budgetary and financial controls.

Knowledge of Federal Indian Law.

Knowledge of legal research methods and techniques.

Knowledge of supervisory methods and techniques.

Skill in establishing partnership with federal and state agencies; including having an open policy with key staff members of congressional committees, senate representatives; elected and appointed officials of state and local governments.

Skill in developing and analyzing program strategic plans, operating systems, procedures, and controls.

Skill in the interpretation and execution of policies of the Office of the President and Vice-President.

Skill in analyzing and organizing facts, evidence and precedents.

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Skill in preparing and presenting legal opinions.
Skill in verbal and written communication.

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 experience in practice of law, four (4) years of which must have been in a supervisory capacity.
- Licensed to practice law in Arizona, New Mexico or Utah and the Navajo Nation.

PREFERRED QUALIFICATIONS:

- Twelve (12) years of professional experience in practice of law, six (6) years of which must have been in a supervisory capacity.

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.