

DEPUTY ATTORNEY GENERAL

DEFINITION: Under administrative direction of the Attorney General, performs professional legal work of significant depth and complexity; serves as Deputy Director; fully shares in the overall management and direction of the Department of Justice; serves as technical expert and authority in a broad area of the legal profession; represents the Navajo Nation on the highest policy level; 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:

Provides expert legal guidance and departmental direction; handles court cases at the highest level, court cases are of the type that may have a major social, economic and political impact on the Nation; responds to highly complex legal questions and opinions.

Assigns cases; serves as principal attorney in charge of a number of legal practices and/or professions representative within the Navajo Nation government; provides legal opinions, which are recognized as authoritative; typical legal problems are of the following nature: tax and water rights disputes with state and federal agencies, industries and law enforcement challenging jurisdictional boundaries.

Establishes policy and partnership with key federal and state agencies; opens and maintains contact with ranking federal and state law enforcement officials; conducts regular meetings with department and program management; reports regularly on department performance and accomplishments; regularly communicates department accomplishments and status of major legal litigations to committees of the Navajo Nation Council and the Office of the President and Vice-President.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and tribal laws affecting assigned areas.
Knowledge of federal Indian Law.
Knowledge of legal research methods and techniques.
Knowledge of legal precedents.
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 supervisory methods and techniques.
Skill in analyzing and organizing facts, evidence and precedents.
Skill in preparing and presenting legal opinions.
Skill in presenting material and developing an appropriate argument or defense.
Skill in verbal and written communication.
Skill in establishing and maintaining effective working relationships.
Ability to perform legal research involving the most complex questions of law.
Ability to analyze difficult and complex legal problems.

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

THE NAVAJO NATION

Class Code: 0400
Unclassified Personnel Series
Non-Executive Appointments Group
Overtime Code: Exempt
Pay Grade: 75

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MINIMUM QUALIFICATIONS: A Juris Doctorate; and ten (10) years professional experience in practice of law, two (2) years of which must have been in a supervisory capacity. Licensed to practice law in Arizona, New Mexico or Utah and the Navajo Nation.

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.