

### **DEPUTY CHIEF LEGISLATIVE COUNSEL**

**DEFINITION:** Under administrative direction of the Chief Legislative Counsel, performs professional legal work of significant depth and complexity offering legal services to members of the Navajo Nation Council as the Deputy Chief Legislative Counsel; fully shares in the overall management and direction 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 incumbents of this class.

#### **TASKS:**

Advises and represents the Navajo Nation Council, its standing committees, boards and commissions of the Legislative Branch, the Office of the Speaker and the Legislative Branch on the highest policy level; provides expert legal guidance and office 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 Navajo Nation; responds to highly complex legal questions and opinions; assigns tasks as attorney in charge of a number of legal practices within the Legislative Branch of the Navajo Nation government; provides legal advice and representation in all areas of law.

Performs legal research on most controversial legal issues; provides legal advice on most controversial legal issue; drafts legislation and/or legal advice on most controversial legal issues that are of such scope and complexity, normally requiring the concentrated efforts of several attorneys to aid in the closure of such subject matter; supervises the Office of Legislative Counsel staff; performs administrative duties relative to the Office of Legislative Counsel operations; represents the Legislative Branch in the Courts of the Navajo Nation.

Establishes policy and partnership with key Navajo Nation, federal and state agencies; opens and maintains contact with ranking Navajo Nation, federal and state law enforcement officials; conducts regular meetings with Navajo Nation Legislative Branch management; reports regularly on department performance and accomplishments; regularly communicates office accomplishments and status of major projects to committees of the Navajo Nation Council, boards and commissions of the Legislative Branch and 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 the procedures and rules required for administrative, legislative and judicial hearings.

Knowledge of federal, state and tribal laws affecting assigned areas.

Knowledge of legal research methods and techniques.

Knowledge of legal precedents.

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

**DEPUTY CHIEF LEGISLATIVE COUNSEL**

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 ten (10) years professional work experience in practice of law, two (2) years of which must have been in a supervisory or lead capacity. Licensed to practice law in the State of 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.