

PRINCIPAL ATTORNEY

DEFINITION: Under general direction, provides legal advice, guidance and resolution on the most controversial and complex legal issues confronting the Navajo Nation which may broaden or restrict the Nation's authority; may supervise assigned attorneys and staff; 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 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; exercises full responsibility for the development, preparation and presentation of major cases designated for trial.

The Principal Attorney's legal work described above is provided under the supervision of an Assistant Attorney General or other assigned supervisor but the Principal Attorney enjoys a high level of autonomy in executing his/her legal advice.

Advises clients and members of various Committees of the Navajo Nation Council on controversial legal and/or policy questions; provides expert testimony on Congressional Acts and/or legislative proposals that may impact the Nation; directs, coordinates and reviews the work of other attorneys.

Advises on legal and policy questions involved in the operation of assigned organizations; serves as primary attorney on major court cases; assures that legal guidance rendered by outside legal counsel is consistent with the intent of established laws, rules, regulations and policies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and local laws affecting assigned area.
Knowledge of federal Indian Law.
Knowledge of legal research methods and techniques.
Skill in analyzing and organizing facts and evidence.
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 in complex areas.
Ability to analyze difficult and complex legal problems.
Ability to apply legal principles and precedence.

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

MINIMUM QUALIFICATIONS:

- A Juris Doctorate; and eight (8) years professional experience as a state licensed attorney.
- Current admission to 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: 2144
Legal Services Series
Attorney Group
Overtime Code: Exempt
Pay Grade: 72

PRINCIPAL ATTORNEY

PREFERRED QUALIFICATIONS:

- Current admission to the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

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.