

## ATTORNEY

**DEFINITION:** Under general supervision, renders legal guidance and advice of moderate difficulty; conducts research and other legal work having controversial implication on the Nation's social and political standing; 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 legal guidance and advice to assigned divisions, departments, programs, the Navajo Nation Council, its standing committees, boards and commissions involving various areas of law, such as employment, contract and grants, tax, land and water rights, environmental related issues and civil rights; researches and analyzes legal issues and advises accordingly; drafts legal pleadings, briefs, memoranda, resolutions and correspondence in representing the Nation; pursues negotiations to settle disputes.

The Attorney's legal advice described in prior sentence is provided under the supervision of an Assistant Attorney General or other assigned supervisor and Attorney enjoys a minimal amount of autonomy in providing such legal advice.

Assists supervisory attorney handling major court cases by researching applicable court cases and legal documents; interviews and prepares witnesses for testimonial court hearings; prepares court cases by drafting complaints, order to show cause, preliminary motions, indictments, briefs and supporting affidavits; all written work is thoroughly reviewed by a supervising attorney; makes court related appearance on behalf of the Nation.

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

Knowledge of federal, state and tribal laws affecting assigned area of functional law.

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.

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

### **MINIMUM QUALIFICATIONS:**

- Juris Doctorate.
- 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.

### **PREFERRED QUALIFICATIONS:**

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

THE NAVAJO NATION

Class Code: 2146  
Legal Services Series  
Attorney Group  
Overtime Code: Exempt  
Pay Grade: 68

**ATTORNEY**

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.