

ASSOCIATE ATTORNEY

DEFINITION: Under general supervision, performs work of moderate difficulty in providing legal guidance and advice; conducts research and other legal work having controversial implications on the Navajo 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 and programs involving various areas of law, such as employment, contract and grants, tax, water and land rights, environmental related issues, civil rights and criminal law; researches and analyzes legal issues and advises accordingly; drafts legal pleadings, briefs, resolutions and correspondence in representing the Nation; pursues negotiations to settle disputes.

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

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable federal, state and Navajo Nation laws affecting assigned areas 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.

SPECIAL REQUIREMENTS: Must obtain license to practice law in Arizona, New Mexico, Utah or Colorado and the Navajo Nation within one (1) year of employment.

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.