

TRIBAL COURT ADVOCATE

DEFINITION: Under general supervision, performs legal work of the type that are relatively difficult in resolving; positions assigned to this series support the kind of legal work that are found and/or performed in judicial courts, legal offices, legislative and executive programs that require legal jurisprudence; 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:

Renders non-controversial legal assistance in a number of functional areas of law that are not broadly difficult; where extremely complex legal issues are encountered refers for guidance from upper level management and/or professional staff; serves in the capacity of a defense counsel for individuals charged with various criminal offenses; provides legal assistance to assigned programs; handles court cases having well-established precedents where court cases or legal problems are relatively minor; complex and difficult legal questions and/or issues are referred to upper level management or professional attorneys for explicit detailed guidance.

Receives court assigned cases; reviews and determines nature of offense; plans defense strategy; gathers evidence; initiates investigation to gain supporting background information; interviews witnesses; conducts legal research into statutes, rules, case law and legal precedents; advises client regarding potential outcomes and results; prepares case for trial.

Drafts and files legal motions, memoranda, briefs and other documents in support of the legal theory and/or position put forth; argues points of law; attends meetings and other business related gatherings; provides a variety of related support services involving formalized legal training and understanding of the law; maintains effective business contact with all government agencies, private businesses, law enforcement agencies and the general public.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation and applicable state and federal statutes, rules, administrative orders, policies, procedures and case laws.

Knowledge of the principles, practices and methods of legal research.

Knowledge of basic accounting practices.

Knowledge of the principles of evidentiary gathering of information, documents, financial records and other data that may be used in court.

Knowledge of court processes, administrative law processes and legal terminology.

Knowledge of legal strategies, their development and presentation.

Skill in undertaking legal research.

Skill in assessing, interpreting and applying complex laws.

Skill in assessing and analyzing financial records.

Skill in communicating effectively and providing legal representation to clients in a court or appellate proceeding.

Skill in operating a personal computer utilizing a variety of software applications.

Skill in establishing and maintaining effective and cooperative working relationships with others.

THE NAVAJO NATION

Class Code: 2162
Legal Services Series
Prosecution and Advocacy Group
Overtime Code: Exempt
Pay Grade: 64

TRIBAL COURT ADVOCATE

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires sitting at a desk and driving a motor vehicle. Work also involves the potential for high stress levels.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Criminal Justice, Law, Pre-law, Criminology or a closely related field; and two (2) years of relevant trial or office attorney work involving the development and/or presentation of court cases in a tribal court setting; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must be a member of the Navajo Nation Bar Association. Must be in strict conformance with professional and ethical standards.

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.