



THE NAVAJO NATION  
DEPARTMENT OF PERSONNEL MANAGEMENT  
JOB VACANCY ANNOUNCEMENT FORM



***To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application. The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo preference in Employment Act and Veterans preference.***

**POSITION TITLE:** Attorney

**REQUISITION NO:** DOJ00625873

**DATE POSTED:** 1/31/2023

**POSITION NO:** 245133

**CLOSING DATE:** 9/10/2024

**DEPARTMENT:** Office of the Attorney General-FRF

**EMPLOYMENT TYPE:** Regular Full Time

**WORKSITE:** Window Rock, AZ

**EMPLOYMENT DURATION (TEMP):**

**WORK DAYS:** Monday - Friday

**GRADE/STEP:** CF68

**WORK HOURS:** 8:00 am - 5:00pm

**ANNUALLY:** \$79,761.60

**SENSITIVE:** No

**HOURLY:** \$38.20

### **DUTIES AND RESPONSIBILITIES:**

Under general direction of the Assistant Attorney General or the Attorney General and Deputy Attorney General. Review documents, such as services contracts, sub-recipient and grant agreements, legislation, proposed policies, etc., for legal sufficiency. Participate in negotiations regarding legal documents/agreements with parties outside of the Navajo Nation. Respond to Request for Services and other legal inquiries from clients. Perform legal research and provide legal advice verbally and in writing. Legal advice and services will include: conducting initial eligibility determination reviews on proposed FRF expenditure plans; interpreting federal, state, and Navajo laws, regulation, policies, and procedures; and advising on legal compliance in the implementation of FRF programs and projects. Participate in Legislative Branch and Executive Branch meetings, including Standing Committee meetings and Council Sessions and meetings with other clients, regarding approval of FRF expenditure plans and the planning and implementation of FRF programs and projects, in order to respond to legal question pertaining to ARPA and other applicable laws, regulations policies, and procedures. Provide trainings to clients on relevant federal, state, and Navajo laws regulations, policies and procedures. Attend trainings, continuing legal education courses, federal-tribal consultations and meetings in order to develop and maintain legal expertise on ARPA/FRF.

### **QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)**

#### **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.

#### **SPECIAL REQUIREMENTS:**

#### **SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:**

Knowledge of federal, state and tribal laws affecting assigned area, specific laws related to assignment; Federal Indian Law; Legal research methods and techniques methods and techniques. Must have skills in analyzing and organizing facts; evidence and precedent; In preparing and presenting legal opinions; In presenting material and developing and appropriate argument or defense; in verbal and written communication; skill in establishing and maintain effective working relationships.

#### **ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:**

