

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOJ00626543  
POSITION NO: 202246  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 05/11/23  
CLOSING DATE: Open Until Filled

**PRINCIPAL ATTORNEY**

DEPARTMENT NAME / WORKSITE: DOJ - OFFICE OF THE ATTORNEY GENERAL (Tax & Finance Unit) Window Rock, AZ

WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BY72A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>107,699.04</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>51.58</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Assistant Attorney General, Attorney General, and Deputy Attorney General, represents and advises, meets and confers with, and resolves legal issues for, the Navajo Nation Office of the Controller (OOC), Office of Management & Budget (OMB), Office of the Navajo Tax Commission (ONTC), Navajo Tax Commission (NTC), Department of Retirement Services (NDRS), Fiscal Recovery Funds Office (FRFO), Retirement Plan Administration Committee (RPAC), Budget and Finance Committee (BFC), Investment Committee (IC), and as required, to the Navajo Nation Council and Standing Committees, the Executive, Legislative and Judicial Branches, and Chapters regarding a wide range of legal issues. Attends meetings of, and analyzes pending legislation, drafts memoranda, and provides reports and legal advice for, the BFC, NTC, RPAC, IC and, as required, the Navajo Nation Council and Committees. Conducts legal research; drafts and reviews memoranda, legal opinions, contracts, legislation, finance transaction documents, reports, and other legal documents; advises clients on statutory and regulatory compliance, contract disputes, procurement issues, and other legal matters; assists to prepare and present cases in tribal, municipal, state, and federal courts; and performs related duties, as required. Provides opinions of tribal law and/or legislative proposals that may impact the Navajo Nation. Advises clients on all matters pertaining to the Navajo Nation's Coronavirus Relief Funds under the CARES Act and Fiscal Recovery Funds under the ARPA. Assists with supervision of TFU staff. Assists in routine operations of the Department of Justice. Other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Juris Doctorate; and eight (8) years professional experience as a state licensed attorney.
- 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:**

- Current admission requires submittal of a current certificate of good standing from the state bar within sixty (60) days of employment.

***(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.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state and tribal laws affecting assigned area, specific laws related to assignment, and federal Indian law as well as legal research methods and techniques. Must have skills in the following areas: analyzing and organizing facts; evidence and case law; preparing and presenting legal opinions; presenting material and developing and appropriate argument or defense; verbal and written communication; and establishing and maintaining effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**