



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:** DOJ00627013

**DATE POSTED:** 7/18/2023

**POSITION NO:** 243566

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

**DEPARTMENT:** Office of the Attorney General

**EMPLOYMENT TYPE:** Regular Full Time

**WORKSITE:** Window Rock, AZ

**EMPLOYMENT DURATION (TEMP):**

**WORK DAYS:** Mon - Fri

**GRADE/STEP:** CF68

**WORK HOURS:** 8am to 5pm

**ANNUALLY:** \$79,761.60

**SENSITIVE:** No

**HOURLY:** \$38.20

**DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Assistant Attorney General or the Attorney General, and Deputy Attorney General. Legal work related to Federal, State and Navajo Nation courts and administrative tribunal representation of the Navajo Nation Government, as assigned by the Assistant Attorney General of the Natural Resources Unit or the Office of the Attorney General (Attorney General and Deputy Attorney General), including legal research, drafting pleadings pertaining to environmental and natural resource legal issues. Confers with and provides legal direction to Navajo Nation Divisions, Departments, Navajo Nation Council and Committees on a variety of legal issues, including statutory and regulatory compliance, interpretations of new legislation and judicial decisions, contract and procurements issues. Reviews contracts, leases, permits and related documents. Other duties as assigned.

**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. 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 maintaining effective working relationships.

**ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:**