



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: **DOJ00627813**

DATE POSTED: 12/11/2023

POSITION NO: 245227

CLOSING DATE: **09/30/2025**

DEPARTMENT: Office of the Attorney General

EMPLOYMENT TYPE: REGULAR FULL TIME

WORKSITE: Window Rock, AZ

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: CF68

WORK HOURS: 8:00am to 5:00pm

ANNUALLY: \$79,761.60

SENSITIVE: No

HOURLY: \$38.20

DUTIES AND RESPONSIBILITIES:

Under general direction of Assistant Attorney General or the Attorney General, and Deputy Attorney General. Primary duties include responding to requests for Legal Services submitted by Chapter Officials/Staff or Division of Community Development Staff by researching applicable laws and the drafting legal memorandum, meeting with Chapter Staff/Officials and Division Staff, travel to Chapters, drafting and reviewing contracts including construction contracts, drafting and reviewing other legal documents on behalf of the Chapters. Other duties include advising other Navajo Nation Government Staff and Officials on Chapter legal interests and authority, attending Agency or District Council meetings, and other duties as may be 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 methods and techniques. Must have skills in analyzing and organizing facts; evidence and precedent; in preparing and presenting legal opinions; in presenting materials and developing and appropriate argument of

defense; in verbal and written communication; skill in establishing and maintaining effective working relationships.

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:

Current admission requires submittal of current Certificate of Good Standing from the State Bar by date of Hiring