



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: *Principal Attorney*

REQUISITION NO: **DOJ00628395**

DATE POSTED: 2/21/2024

POSITION NO: 245320

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

DEPARTMENT: OAG - Chapter Unit

EMPLOYMENT TYPE: REGULAR FULL TIME

WORKSITE: Window Rock, AZ

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: CF72

WORK HOURS:

ANNUALLY: \$112,000.32

SENSITIVE: No

HOURLY: \$53.64

DUTIES AND RESPONSIBILITIES:

The Principal Attorney shall work under the general direction of the Attorney General and Deputy Attorney General and under direct supervision by the Assistant Attorney General of the Chapter Unit. The Principal Attorney is required to have excellent legal writing and legal research skills in order to provide legal guidance in writing to Chapter Officials, Chapter Staff, Administrative Service Center (ASC) Staff, and Division of Community Development (DCD) Staff. Such legal writings may also be required for other Navajo Nation elected officials and staff when issues surround Chapters and the Local Governance Act. The Principal Attorney may be assigned to attend governmental meetings such as Navajo Nation Council meetings, Standing Committee meetings, Chapter meetings, Agency Council meetings, and other meetings. Other duties may include drafting and/or reviewing contracts, legislations, Chapter policies, and other transactional documents submitted by or on behalf of Chapter governments. Other duties as assigned.

QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)

MINIMUM QUALIFICATIONS:

- A Juris Doctorate; and eight (8) years professional experience as a state licensed attorney.
- Current admission to 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:

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW: