



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: Chief Hearing Officer 204546

REQUISITION NO: OPVP00288711

DATE POSTED: 08/07/2025

POSITION NO: 204546

CLOSING DATE: 8/21/2025

DEPARTMENT: Office of Hearings and Appeals

EMPLOYMENT TYPE: PROFESSIONAL-AT-WILL

WORKSITE: Window Rock, AZ

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: CM69A-E

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

ANNUALLY: \$101,769.12

SENSITIVE: No

HOURLY:

DUTIES AND RESPONSIBILITIES:

Serves as the Director/unit chief responsible for the operational oversight, coordination, communication of the program, overall administrative management of the Office of Hearings and Appeals. Conduct administrative hearings for personnel grievances, election and land disputes, etc; determines acceptance of contested cases, presides over hearings, examines witnesses, reviews evidence and assigns cases, assures work produced by staff are consistent with established hearing laws, rules and regulations. Maintains a separate independent office from government influence as stipulated in the Plan of Operation.

QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)

MINIMUM QUALIFICATIONS:

- A Juris Doctorate degree; and six (6) years of progressively responsible experience as a trial or office attorney, administrative law judge or a closely related field.

SPECIAL REQUIREMENTS:

- Must be eligible for and maintain membership in the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.
- Possess a valid state driver's license.

SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of Navajo Nation Laws and applicable state and federal statutes, rules and regulations. Principles of management, administration, supervision, accounting/bookkeeping, etc.

Knowledge of legislative process and intergovernmental relations. Administrative law processes, legal terminology, court processes and undertake legal research. Skill in reading, understanding, interpreting and applying Navajo Nation, State and Federal statutes, rules, administrative orders, policies and procedures and case laws. Skill in operating a personal

computer utilizing a variety of software applications. May be required to demonstrate fluency in both Navajo and English language.

**ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:
membership in Navajo Nation Bar Association and respective states.**