

**THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT**

POSITION NO: 240817

Date Posted: 12/8/2014

CLASS CODE: 2149

Closing Date: OUF

POSITION TITLE: Associate Attorney

DEPARTMENT NAME: Supreme Court of the Navajo Nation

WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$90,376.00</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$43.45</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: <u>Exempt</u>

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Chief Justice, provides a variety of legal advice, research and related legal services in support of the overall operation of the Navajo nation Judicial Branch: assists with judicial administrative functions, such as researching and recommending policy changes and improvements for overall Judicial Branch; performs related duties as assigned.

TASKS:

- * Identify reform initiatives and priorities using census data, law enforcement statistics, court statistics, studies, literature, and anecdotal evidence obtained from Navajo Nation officials and court personnel;
- * Research and interpret, through available literature or oral interviews with interested persons, applicable and desirable legal principles and considerations for adoption in policies, rules, legislation or other documents;
- * Draft proposed studies and policies for consideration by the Judicial Branch;
- * Draft proposed policies, legislation, or other legal documents for implementation;
- * Present and discuss the products of items 3 and 4 to the Chief Justice, Judicial branch personnel, the Law and Order Committee, Navajo nation attorneys, and other interested bodies;
- * Facilitate the adoption of research products as law in court rules, statutes, intergovernmental agreements, policies, and other appropriate promulgations;
- * Prepare lesson plans, with materials, and present instruction on research projects; and Perform such other functions and duties as may be assigned.

Education, Training and Experience:

A Juris Doctor degree from an American Bar Association accredited law school. Five (5) years of progressively responsible experience as a trial or office attorney, or as a judge or closely related responsibilities involving legal research, litigation, trial preparation, intergovernmental relations or performing relevant law-related duties.

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, state and federal statutes, rules Administrative Orders, policies and procedures. Knowledge of court processes, legal terminology and litigation practices. Knowledge of the principle and methods of undertaking legal research. Skill in interpreting complex legal issues and matters. Skill in compiling and developing reports, records and other documents that are easily understood and supported by legal research.

License/Certification Requirements:

Possess a valid state driver's license. Must pass a criminal background check. Obtain a Navajo Nation Vehicle Operator's Permit within six months of employment. Shall be a member of Navajo Nation Bar Association or shall become a member of the Navajo Nation Bar Association within one year of employment. Shall be a member of the State Bar, and shall become a member of one of the contiguous State Bars of Arizona, New Mexico, or Utah within one year of employment.

**THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN
ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

Revised: October 01, 2010

CONTACT INFO: Office of the Human Resources
Post Office Box 520 Window Rock, Arizona 86515

Telephone (928) 871-7023 **Facsimile** (928) 871-6862 **Website:** www.navajocourts.org

WHAT SHOULD BE ATTACHED TO THE EMPLOYMENT APPLICATION???

In order to receive full credit for education, experience and training to receive preference in employment as an enrolled member of the Navajo Tribe, the following are required:

- Navajo Nation Judicial Branch Application for Employment
- Letter of Interest
- Resume
- Copies/Official Transcripts, Degrees, Certificates
- Valid State issued Driver's License
- Social Security Card
- Certificate of Indian Blood

Note: All applications for employment shall be submitted on the Judicial Branch Application for Employment; any deviation will result in incomplete application for employment and will be returned to applicant.

The Navajo Nation Judicial Branch Application for Employment may be downloaded from the website at:

www.navajocourts.org

MAILING ADDRESS:

Judicial Branch of the Navajo Nation
Attn: Human Resource Department
Judicial Branch
Post Office Box 520
Window Rock, AZ 86515

TELEPHONE NO:

(928) 871-7023

FAX NO:

(928) 871-6862