

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD1399796  
POSITION NO: 243353  
POSITION TITLE: Attorney

DATE POSTED: 01/20/15  
CLOSING DATE: OUF

|                                                                                                                                  |                                                            |                                  |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|----------------------------------|
| DEPARTMENT NAME / WORKSITE: <u>DOJ/OAG (Division of Community Development - Administrative Service Center) - Window Rock, AZ</u> |                                                            |                                  |
| WORK DAYS: <u>M-F</u>                                                                                                            | REGULAR FULL TIME: <input checked="" type="checkbox"/>     | GRADE/STEP: <u>AC68A - AC68F</u> |
| WORK HOURS: <u>8am -5pm</u>                                                                                                      | PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ | \$ <u>*DOE</u> PER ANNUM         |
|                                                                                                                                  | SEASONAL: <input type="checkbox"/> DURATION : _____        | \$ <u>*DOE</u> PER HOUR          |
|                                                                                                                                  | TEMPORARY: <input type="checkbox"/> _____                  | DEPENDENT ON EXPERIENCE          |
|                                                                                                                                  |                                                            | <b>\$65,249.60 - \$75,670.40</b> |

**DUTIES AND RESPONSIBILITIES:**

Legal work related to representations of the Navajo Nation Government, as assigned by the Attorney General and the Assistant Attorney General, including legal research, negotiations, legal writing, pleadings, briefs, memoranda, resolutions, and other documents for division, department, program assigned. Assist as needed in court appearance and research and writing, including drafting of appellate brief, for cases in Navajo State and Federal Courts. Coordination of case work with unit staff, contract attorneys, contract, consultants, and Department Justice staff as directed by the Attorney General or the Assistant Attorney General. Preparing quarterly reports on legal work activities to the Assistant Attorney General for inclusion in the unit report to the Attorney General. Attend various meetings as requested and report observation to supervisors and follow through; includes travels training/seminars. Other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Juris Doctorate
- Current admission in any state bar with 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.

**Preferred Qualifications:**

- Current admission in the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

***(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.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state and tribal laws affecting the Navajo Nation Litigation/Employment Law and Navajo Preference in Employment Act; federal Indian law; legal research methods and techniques. Must have skills in analyzing and organization facts; evidence and precedent; in preparing and presenting legal opinions; in presenting material and develop and appropriate argument or defense; in verbal and written communication; skill in establishing and maintaining effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**