

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OPV0079862**

DATE POSTED: **02/02/15**

POSITION NO: **243283**

CLOSING DATE: **OUF**

POSITION TITLE: **ATTORNEY**

DEPARTMENT NAME / WORKSITE: **OPVP/OFFICE OF NAVAJO PUBLIC DEFENDER - SHIPROCK, NM**

WORK DAYS: **Monday - Friday** REGULAR FULL TIME: ☒ GRADE/STEP: **AC68A**

WORK HOURS: **8:00 AM 5:00 PM** PART TIME: ☐ NO. OF HRS./WK.: **65,249.60** PER ANNUM

SEASONAL: ☐ DURATION : **31.37** PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Represents clients, adults & juveniles, in criminal/delinquency proceedings in and out of court. Reviews all court and discovery documents. Interviews clients; provide information on potential outcomes, defenses, potential consequences/federal prosecution; sentence(s) if convicted; deferred prosecution programs, peacemaking, etc. Develop theory of case and prepare pre-trial motions, responses; replies for trial preparation. Interview and/or depose witnesses. Communicate with prosecutor, probation, service providers. Assist client with referrals, appointments for evaluation, etc. Provide guidance & assistance to court advocates as needed. Prepare, file & complete appeals or Writs to Navajo Supreme Court when necessary. Position requires travel to district/family courts throughout Navajo Nation.

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.

Preferred Qualifications:

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

Special Requirements:

(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:

Experience in Criminal Law and/or Indian Law.

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