

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00612723
POSITION NO: 202239
POSITION TITLE: Principal Attorney

DATE POSTED: 10/24/16
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: DOJ/Office of the Attorney General - (Tax & Finance Unit), Window Rock, AZ

WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: ☒	GRADE/STEP: <u>AC72A-B</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: ☐ NO. OF HRS./WK.: _____	\$ <u>***** DOE</u> PER ANNUM
	SEASONAL: ☐ DURATION : _____	\$ <u>***** DOE</u> PER HOUR
	TEMPORARY: ☐	\$91,644.80 to \$94,411.20

DUTIES AND RESPONSIBILITIES:

Under general direction of the Assistant Attorney General or the Attorney General and Deputy Attorney General, provides legal direction to Navajo Nation Office of the Controller, Office of Management & Budget and Office of the Navajo Tax Commission, Department of Retirement Services, Budget and Finance Committee and Investment Committee, and, as required, to the Navajo Nation Council, the Executive, Legislative and Judicial Branches and Chapters regarding a wide range of legal issues, including statutory and regulatory compliance, contract disputes, procurement issues, and intergovernmental relations; performs professional legal work in counseling, research, trial and other legal matters; present cases in courts; and performs related duties as required. Prepares and presents cases in tribal, municipal, state, and federal courts; confers with, advises, and prepares opinions for various departments and branches of the Navajo Nation; prepares interpretations of new legislation and judicial decisions; reviews contracts, mortgages, leases, permits and related documents prior to signature by Nation officials; interviews complainants, and others on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents; drafts legal and judicial processes. Advise clients and members of the various oversight committees of the Navajo Nation council, as required, on legal matters. Provides opinion of tribal law and/or legislative proposals that may impact the Navajo Nation. Assist in routine operations of the Department of Justice. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate; and eight (8) years professional experience as a state licensed attorney.
- 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.

(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 assigned area, specific laws related to assignment; federal Indian law; legal research methods and techniques methods and techniques. Must have skills in analyzing and organizing facts; evidence and precedent; in preparing and presenting legal opinions; in presenting material and developing 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.