

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: NTC05315933

DATE POSTED: 07/31/18

POSITION NO: 233946

CLOSING DATE: OUF

POSITION TITLE: Tax Attorney

DEPARTMENT NAME / WORKSITE: Navajo Tax Commission, St. Michaels, AZ

WORK DAYS: 5 REGULAR FULL TIME: ☒ GRADE/STEP: AJ68A

WORK HOURS: 8 a.m to 5 p.m. PART TIME: ☐ NO. OF HRS./WK.: 40 \$ 66,227.20 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : \$ 31.84 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Provides legal work of a highly controversial nature for the Office of the Navajo Tax Commission; drafts new tax statutes and regulations to expand and strengthen tax laws of the Navajo Nation; revises existing statutes and regulations; initiates change through the normal amendment process of the Navajo Nation Council and its respective Committees; assures newly enacted tax statutes withstand legal challenges pursued in state and Federal courts. Handles administrative appeals involving unfavorable tax assessments, tax refund denials etc.; reviews cases, determines cost efficiency by weighing and/or balancing tax revenue disputes with that of pursuing litigation; diplomatically and firmly negotiates optimum revenue return for the Navajo Nation; improves opinion or perception of the Navajo Nation Taxation program; coordinates with the Department of Justice on appeals. Serves as legal advisor for Tax Commission staff; answers questions regarding application of taxes to situations; provides advice and drafts written opinions; answers and explains details on how taxes are applied; receives comments from taxpayers on the Nations taxes; issues private and public rulings regarding application of NN taxes to a particular activity, when taxpayers file request; assist in the collection of unpaid taxes.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* Juris Doctorate.

* Current admission in good standing 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

Special Requirements:

* A favorable background investigation

(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:

Licensed to practice law in Navajo Nation, State (AZ, NM, UT) and Federal courts

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