

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

POSITION NO: 209546

Date Posted: 12/8/2014

CLASS CODE: 9012

Closing Date: OUF

POSITION TITLE: ASSOCIATE JUSTICE

DEPARTMENT NAME: Supreme Court of the Navajo Nation

WORKSITE LOCATION: Window Rock, (Navajo Nation), Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: ☒	Salary Range: <u>\$88,836.80</u>
Hours: <u>8AM to 5PM</u>	Temporary: ☐	Hourly Range: <u>\$42.71</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: ☐	Exempt or Non-Exempt: <u>EXEMPT</u>

DUTIES AND RESPONSIBILITIES:

Under the administrative direction of the Chief Justice of the Navajo Nation Judicial Branch, shall perform work of unusual difficulty, hears arguments, reads briefs and conducts research necessary to pass judgment and issue rulings on cases brought before the Navajo Nation Supreme Court; may serve as acting Chief Justice when necessary. The incumbent shall hear oral arguments and deliberates issues, applies laws, case law and other research in relation to cases brought before the Navajo Nation Supreme Court. Shall review briefs, memorandum, case law, statutes, rules, policies, procedures, administrative orders and other sources. Shall draft opinions, review court rules and procedures and recommends updates and/or improvements. May assume special projects in a variety of areas including the development of policies and procedures, may represent the Supreme Court within and outside of the Navajo Nation; attend meetings, conferences and other events; undertakes and provides lecture materials, education and information regarding the Navajo Nation Judicial Branch, the Navajo Nation Supreme Court and the Navajo Nation. In some cases shall speak at public forums on justice issues, may supervise and review work of assigned staff. Shall perform related duties as assigned by the Chief Justice of the Navajo Nation. Provides policy guidance in resolving administrative, operational and related managerial issues; assures compliance with consent decree establishing health and safety standards for the Nation's detention facilities; provides legal education and information on works of the Navajo Nation Courts to the public and other governmental entities including state and federal governments; conducts ministerial duties not limited to oath of office; may serve on Navajo Nation court related projects for purpose of improving the quality of justice.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

Pursuant to 7 N.N.C. § 354. Qualifications for judicial appointment, B. Supreme Court. A Bachelor's degree from an accredited institution of higher education, a Juris Doctorate (J.D.) or Master of Law (LL.M) is preferred.

Minimum Qualifications for Application:

Pursuant to 7 N.N.C. § 354 applicant must produce a certificate of good health from a licensed physician, attest to the fact that they have no physical addictions, provide/submit a writing sample illustrating the ability to clearly show organization and communication skills, demonstrate there are no present or past conflicts of interests that would have the appearance of partiality or bias in cases brought to the courts, submit letters of reference that outline motivation, employment performance, character and capacity for honesty and impartiality, demonstrated managerial skills necessary for supervising staff, coordinating budget and personnel requirements, verbal communication and writing abilities. Applicant must be an enrolled member of the Navajo Nation, 30 years or older, no misdemeanor or felony convictions, able to successfully pass a criminal background check. Applicant must demonstrate fluency in both the Navajo and English languages.

Probationary Status and Appointment:

Pursuant to 7 N.N.C. § 355 Appointment; term of office, the selected applicant shall be appointed by the Navajo Nation President and serve a two (2) year probationary period in which the Judiciary Committee shall review the probationary status and recommend to the Navajo Nation Council for permanent appointment and confirmation.

To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.

**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