

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

REQUISITION NO: DOJ00619782

DATE POSTED: 06/15/20

POSITION NO: 243353

CLOSING DATE: Open Until Filled

POSITION TITLE: Attorney

DEPARTMENT NAME / WORKSITE: DOJ/Office of the Attorney General (Chapter Unit)

WORK DAYS: Mon. - Fri REGULAR FULL TIME:  GRADE/STEP: BD68A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 68,577.60 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 32.97 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Under general direction of Assistant Attorney General or the Attorney General, and Deputy Attorney General. Primary duties include responding to Requests for Legal Services submitted by Chapter Officials/Staff or Division of Community Development Staff by researching applicable laws and the drafting legal memoranda, meeting with Chapter Staff/Officials and Division Staff, travel to Chapters, drafting and reviewing contracts including construction contracts, drafting and reviewing other legal documents on behalf of the Chapters. Other duties include advising other Navajo Nation Government Staff and Officials on

**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.

**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:**

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 of 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.***