

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00621890

DATE POSTED: 10/05/21

POSITION NO: 244287

CLOSING DATE: 10/18/2021 by 5pm

POSITION TITLE: Attorney

DEPARTMENT NAME / WORKSITE: DEPARTMENT OF JUSTICE/Office of the Attorney General/Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: BR68A

WORK HOURS: 8am - 6pm PART TIME: NO. OF HRS./WK.: _____ \$ 73,038.24 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 34.98 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

The Attorney works under the general direction of Attorney General Office and the direct supervision of the assigned Assistant Attorney General. The Attorney provides legal assistance to the Division of Economic Development, Capital Projects Management Department, the Navajo Gaming Regulatory Office, and other entities of the Navajo Nation as needed, on wide range of legal issues including statutory and regulatory compliance; contracts; business site leases; and intellectual property. The Attorney represents the Navajo Nation programs before courts and administrative tribunals as needed. The Attorney provides guidance to the Navajo Nation on gaming related matters and represents the Nation at various gaming meetings with tribes, states, and/or the federal government. The Attorney monitors, advises, and assists the Navajo Nation on legal matters related to census, redistricting, and voting. The Attorney attends meetings with relevant stakeholders, state, and federal officials. The Attorney will have other duties and responsibilities as assigned.

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:

- Current admission requires submittal of a Certificate of Good Standing from the State Bar as requested by the Department of Justice.

(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 tribal, state, and federal laws affecting assigned programs and subject matter areas; General knowledge of Federal Indian Law; Knowledge of legal research methods and techniques. Must have skills in analyzing and organizing facts; Legal precedent; Preparing and presenting legal opinions; Verbal and written communication; and 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.