

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01024566
POSITION NO: 243867
POSITION TITLE: ATTORNEY

DATE POSTED: 08/11/22
CLOSING DATE: 09/06/2022 by 5 pm

DEPARTMENT NAME / WORKSITE: Office of the Prosecutor - Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BR68A</u>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>73,038.24</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>34.98</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

DUTIES AND RESPONSIBILITIES:

Under supervision of the Chief Prosecutor represents the interest of the Navajo Nation government. Reviews major crimes cases investigated by the Navajo Department of Criminal Investigation and Federal Bureau of Investigation that are not prosecuted in federal court. Determines whether to recommend to the Chief Prosecutor prosecutions within a relevant Navajo Nation District Court. Considers the weight of the evidence, the importance of the case, the necessity of uniform application of law throughout the Navajo Nation, and other considerations which bear on the advisability of initiating the filing of criminal charges. Prepares memorandum of fact and law where appropriate. Initiates filing of pleadings, petitions and motions with the appropriate Navajo Nation court, prepares and tries the case. Actively presents the cases, preparing witnesses, examining and cross-examining witnesses and composes lines of argument. Incumbent work independently and plans the trial strategy. Coordinates the receipts of federal investigative materials from the Federal Bureau of Investigation and Navajo Criminal investigation Department pursuant to the Tribal Law and Order Act of 2010 (P.L. 111-211, H.R. 725, 124, Stat. 2258, enacted July 29, 2010).

Provides direct and/or indirect supervision of district office(s) as needed; responsible in securing resources and providing services to ensure the efficient operation of the office; coordinates program activities with numerous government agencies throughout the tri-state area, completes and orientates, trains, lectures and advises on numerous law enforcement related law enforcement related laws, regulations and rules. Addresses administrative reports, meeting, direct services, and etc. pursuant to the established Navajo Nation(s) policies. This position is sedentary with potential high levels of stress. This position serves at the pleasure of the Chief Prosecutor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Juris Doctorate in Law.
- 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:

- A favorable background investigation.
- Possess a valid state driver's license.

(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:

Knowledgeable of federal, state and tribal laws affecting assigned area of functional law, knowledge of Federal Indian Law and applicable state and federal statutes, rules, and regulations; basic principles of management, administration, accounting, bookkeeping, etc. Knowledge of the principles, practices and methods of legal research, evidentiary gathering of information, documents, financial records and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques. Skilled in legal research, effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; assessing analyzing and assessing financial and other records to make recommendations and decision on prosecution and other actions; and communication. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of

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