

NAVAJO TRIBAL UTILITY AUTHORITY

AN ENTERPRISE OF THE NAVAJO NATION

JOB ANNOUNCEMENT



ANNOUNCEMENT NO: HQ-133a-21-905
TITLE: Associate Attorney (2 positions)
SALARY: \$ 116,001.60 Annually with Excellent Benefits
LOCATION: General Manager's Office - Fort Defiance, AZ
OPENING DATE: March 21, 2022
CLOSING DATE: Open Until Filled

MINIMUM QUALIFICATIONS REQUIRED:

- Doctor of Jurisprudence from an Accredited Law School.
- Member of the Arizona, New Mexico or Utah State Bar Association or admitted to practice in another state bar.
- Ability to obtain an AZ, NM, or UT State Bar and the Navajo Nation Bar within one year of employment.
- 5 years of experience in the practice of law for private, public or government.
- Utility law experience preferred.
- Navajo Tribal law experience preferred.
- Valid Driver's License (subject to motor vehicle review).

JOB RESPONSIBILITIES AND PERFORMANCE OBJECTIVES

- Provides legal guidance and advice involving various areas of law, such as contracts, proposals, leases, and employment.
- Reviews, researches, interprets, and prepares both written and oral opinions on a wide variety of legal issues, pleadings, motions, discovery and stipulations.
- Drafts, reviews, and approves policies and procedures, regulations, bylaws, and other legal documents.
- Writes, develops and recommends company policy.
- Negotiates, prepares, and manages contracts related to construction projects, purchase power, finance, joint ventures and related utility service agreements.
- Reviews contracts, leases, and other legal documents; researches legal issues and recommends revisions as necessary. Researches legal questions, analysis problems and prepares memoranda and correspondence.
- Prepares and reviews contracts, agreements, leases, rights of way and similar documents in order to maintain the best legal interest of the Authority.
- Negotiates contracts, purchases and other agreements maintaining the best legal and financial interests of the Authority.
- Prepares and presents litigation documents for tribal, state, or federal court hearings and trials.
- Undertakes special legal and administrative projects at the discretion of General Manager and General Counsel.
- Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs information gathering and analysis and/or forecasting, as specifically directed.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Performs other duties as assigned.

APPLY ONLINE @ www.ntua.com

This position is open until filled.

The online NTUA Employment Application must be completed for consideration.

If you have any questions please contact NTUA Human Resources @ (928) 729-6252.

** The selected candidate must successfully complete a pre-employment Drug Test, Physical Examination and Background Check.*

NTUA'S Mission: "To provide safe, reliable and affordable utility services that exceed our customers' expectations."

Navajo Preference

This institution is an equal opportunity provider and employer.

NTUA reserves the right to determine whether an applicant possesses "necessary qualifications" as defined under the Navajo Preference in Employment Act.