

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: _____ DATE POSTED: _____
POSITION NO: 243562 CLOSING DATE: OUF
POSITION TITLE: Attorney
DEPARTMENT NAME / WORKSITE: DOJ - Office of the Attorney General (Litigation Unit)
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AC68A
WORK HOURS: 8am - 5pm PART TIME: OF HRS./WK.: _____ \$ 65,249.60 PER ANNUM
SEASONAL: RATION : _____ \$ 31.37 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Legal work related to federal, Navajo Nation, and state court and administrative tribunal representation of the Navajo Nation Government, as assigned by the Assistant Attorney General of the Litigation Unit or the Office of the Attorney General, and Deputy Attorney General, including legal research, pleading drafting, and settlement negotiation for new litigation-centered unit of the Department of Justice. Review of proposed disciplinary actions by Navajo Nation government programs for compliance with Navajo Nation Personnel Policies Manual and Navajo Preference in Employment Act. Drafting of proposed Navajo Nation legislation, regulations, and policies. Other duties 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 the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

Current admission requires submittal of a current Certificate of Good Standing from the State Bar.

Preferred Qualifications:

Current admission in the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

(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 or defense; in verbal and written communication; skill in establishing and maintaining effective working relationships.

<<A favorable background investigation is required>>

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