



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Window Rock, Arizona – Executive/Legal Department
SALARY : \$90,000 - \$130,000 DOE
CLOSING DATE : OPEN UNTIL FILLED

Class Summary:

This is an advanced, stand-alone classification encompassing incumbents responsible for providing in-house counsel and legal services to NHA departments, leadership, and the Board of Commissioners. Incumbents possess and apply a comprehensive knowledge of the legal field to actively guide and support NHA's ongoing operations. Responsibilities may include conducting legal research and developing legal opinions; overseeing compliance activities; and conducting litigations including all related research and document preparation. Incumbents operate with considerable latitude for un-reviewed actions or decisions by virtue of their expert level knowledge and experience. Assignments generally require the interpretation and application of broad organizational policies and objectives into defined programs or services.

Responsibilities:

- Represents the Authority in litigation in Navajo, Federal and State courts in assigned area of responsibility, which may include: preparing pleadings; developing legal briefs; reviewing cases for dismissal; developing and entering into agreements; and/or performing related activities.
- Drafts and negotiates a variety of legal documents, which may include: contracts, deeds, resolutions, settlement agreements, legal correspondence, and/or related legal documents
- Conducts a variety of legal research, analysis, and document preparation related to cases, statutes, records, and related information.
- Oversees compliance activities.
- Performs other duties of a similar nature or level.

Required Skills:

- Interpreting and applying laws, rules, and regulations;
- Preparing legal documents;
- Conducting legal research;
- Analyzing legal problems and rendering formal opinions;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Required Experience:

- Valid Driver's License
- Juris Doctorate degree from an accredited law school and in good standings with the BAR.
- Five years of legal work experience.
- Active member of the Navajo Nation Bar Association

Preferred:

- Knowledge of HUD and NAHASDA laws, regulations, rules, procedures, and requirements
- Substantive knowledge in the following areas, preferable: Indian Housing Programs, Indian Law, Construction Law, Business or Corporate Law, Economic Development, Personal Injury, Insurance Law, Workers Compensation, Federal Environmental Law, Federal, State, and Navajo Litigation Practice, Employment or Navajo Preference in Employment, Real Estate Transactions, Landlord or Tenant Law, and/or Mortgages or Financial Transactions.



NAVAJO HOUSING AUTHORITY

JOB VACANCY ANNOUNCEMENT

Staff Attorney
Tracking Code: 649-381
Job Description

How to Apply:

Applicants must submit or upload their resumes and transcriptions on our NHA website at www.hooghan.org by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents on-line shall be considered incomplete. If you have any questions please contact NHA Human Resources at (928) 871-2687.