



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Window Rock, Arizona – Executive Office
SALARY : \$130,000-\$170,000 DOE
CLOSING DATE : Monday, December 3, 2018 at 5:00PM

Class Summary:

This is an advanced, /stand-alone classification encompassing incumbents responsible for providing in-house counsel and legal services to NHA 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; contracting issues, and conducting litigation including all related research and document preparation. Incumbents will actively participate in monthly Board of Commissioners Meetings. Incumbents operate with considerable latitude for unreviewed 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. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Advises the Chief Executive Officer in all legal matters. Represents the Navajo Housing Authority before all federal, state, local, and tribal agencies and courts, and negotiates all legal and administrative matters. Drafts and advises the Chief Executive Officer on internal policies, procedures, rules, regulations, and other communications which create or maintain policy. Represents management in internal grievance hearings. Guides the internal affairs of the Navajo Housing Authority.
- Prepares legal documents, memos, letters, memoranda, and other legal correspondence. Prepares and reviews tribal ordinances, Navajo Housing Authority contracts, resolutions, memoranda of agreement and understanding, leases, and other legal documents. Conducts legal research.
- Oversees legal operations and conducts functions customary to a corporate law department. Formulates practice and policy with respect to the unique situation of Indians and Navajos. Litigates claims and defenses of the Navajo Housing Authority in jurisdictions where licensed. Supervises the conduct of litigation and representation by outside counsel.
- Interprets federal regulations. Drafts and promotes legislation necessary and useful for the conduct of Navajo Housing Authority operations. Ensures that activities of the Navajo Housing Authority are in compliance with all applicable federal, state, local, and tribal acts, statutes, regulations, and ordinances, and with all rules and policies of the Navajo Housing Authority.
- Performs other duties of a similar nature or level.

Required Skills:

- Mediation and negotiation;
- Maintaining confidentiality;
- Interpreting and applying laws, rules, and regulations;
- Preparing legal documents;
- Conducting legal research;
- Analyzing legal problems and rendering formal opinions;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Legal terminology;



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- Judicial procedures;
- Research methods;
- Caseload management techniques;
- Case document preparation techniques;
- 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 ABA law school
- Five years of legal work experience.
- Active member of the Navajo Nation Bar Association and state license in Arizona, New Mexico, or Utah required.

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.

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) 729-6623.