

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>LB00317936</u>	DATE POSTED:	<u>05/24/19</u>		
POSITION NO:	<u>231898</u>	CLOSING DATE:	<u>6/10/2019 5:00pm</u>		
POSITION TITLE:	<u>CHIEF LEGISLATIVE COUNSEL</u>				
DEPARTMENT NAME / WORKSITE:	<u>Office of Legislative Counsel/Window Rock, AZ</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AS76A</u>
WORK HOURS:	<u>8 am - 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>64.09</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 133,307.20</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under administrative direction of the Speaker of the Navajo Nation Council, performs work of unusual difficulty in serving as chief legal counsel to the Navajo Nation Council and the Navajo Nation Legislative Branch; directs all legal and administrative affairs of the Office of Legislative Counsel; provides comprehensive legal guidance and advice to the Navajo Nation Council, standing committees, boards, commissions, and the Legislative Branch; coordinates legal advice and opinions with the Department of Justice and other attorneys providing legal services to the Nation; provides advice and counsel, including interpretation of tribal, state and federal laws and regulations; performs complex legal research and analysis of laws, legal precedents and policies; provides legislative branch representation in mediation and administrative hearings; provides training and orientation in specific laws and their application. Drafts, reviews and prepares proposed legislation, reports, legal documents and correspondence for the Navajo Nation Council and entities of the Legislative Branch; codifies Navajo Nation laws, rules and regulations; develops an annual work plan and budget for the Office of Legislative Counsel; attends meetings, training and seminars in support of continuing legal education requirements; prepares and submits activity reports to the Office of the Speaker.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Juris Doctorate; and twelve (12) years professional experience in practice of law which must include two (2) years working directly with or for a legislative body, four (4) years working with a tribal government, two (2) years working for the Navajo Nation government as an attorney or four (4) years providing legal representation to entities or individuals subject to the laws of the Navajo Nation; and four (4) years working in a supervisory capacity of which two (2) years must include supervising senior-level attorneys.
- State licensed and current admission to the Navajo Nation Bar Association.

(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 Navajo Nation laws and regulations relating to administrative and regulatory functions; Navajo Nation, state and federal statutory laws and regulations affecting tribal governments and Navajo members; Fundamental Law; the procedures and rules required for administrative, legislative and judicial hearings; the methods and techniques of legal research and analysis, lobbying and presenting cases in court. Skill in: analyzing and organizing facts, evidence and precedents; developing an appropriate argument or defense and presenting supportive materials; verbal and written communication. Ability to: establish and maintain effective working relations with Navajo Nation Council delegates, executive staff, court officials, governmental officials, political figures and the general public; exercise initiative and good judgment in creating, interpreting and applying law, policies, regulations, procedures and administrative methods; objectively and analytically devise practical solutions quickly and effectively.

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