

**THE JUDICIAL BRANCH OF THE NAVAJO NATION  
JOB VACANCY ANNOUNCEMENT**

POSITION NO: 234781

Date Posted: 12/8/2014

CLASS CODE: 9022

Closing Date: OUF

POSITION TITLE: Staff Attorney

DEPARTMENT NAME: Chinle Judicial District Court

WORKSITE LOCATION: Chinle, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$75,670.40 - \$85,176.00</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$36.38 - \$40.95</u>
No. Hrs/Wk: <u>40</u>	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: <u>Exempt</u>

**DUTIES AND RESPONSIBILITIES:**

Under general direction of the Judges of the assigned district, performs work of considerable difficulty in providing complex legal advice and guidance; conducts legal research and drafts legal documents in support of the judges and court administrator; undertakes special projects for the Judicial Branch; performs related duties as assigned. Provides legal guidance to judicial judges involving numerous area of law; utilizes a variety of research methods to find precedents; reviews statutes, rules, administrative orders, policies and procedures, case law, briefs and other administrative and legal documents; providing both informal and legal opinions, recommendations and legal briefs resulting from research; proposes alternatives and options to consider; drafts memoranda, decisions, judgments, orders summaries and other legal documents. Provides advice and assistance in administrative issues, including, but not limited to, employment matters, policy issues, and impact of legislation; undertakes special legal and administrative projects, conducts legal education programs; participants in the development of training plans, curricula and educational materials and providing training; provides legal representation for the court in various legal arenas; attends meetings.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Juris Doctorate

**Experience:**

Two (2) years of general legal practice as a licensed attorney. Must be eligible for and maintain membership in the Navajo Nation Bar Association. Shall be a member of a state bar. Shall be admitted to the bar either state of Arizona, New Mexico or Utah within 2 years of employment.

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable Navajo Nation, state and federal statutes, rules Administrative Orders, policies and procedures. Knowledge of court processes, legal terminology and litigation practices. Knowledge of the principle and methods of undertaking legal research. Skill in interpreting complex legal issues and matters. Skill in compiling and developing reports, records and other documents that are easily understood and supported by legal research.

**License/Certification Requirements:**

Possess a valid state driver's license. Within 90 days of employment must obtain and pass criminal background check and must obtain a Navajo Nation Vehicle Operator's Permit. Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.**

**THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

Revised: October 01, 2010

**CONTACT INFO: JUDICIAL BRANCH HUMAN RESOURCES OFFICE**

Post Office Box 520 Window Rock, Arizona 86515

**Telephone (928) 871-7023 Facsimile (928) 871-6862 Website: [www.navajocourts.org](http://www.navajocourts.org)**

## WHAT SHOULD BE ATTACHED TO THE EMPLOYMENT APPLICATION???

In order to receive full credit for education, experience and training to receive preference in employment as an enrolled member of the Navajo Tribe, the following are required:

- Navajo Nation Judicial Branch Application for Employment
- Letter of Interest
- Resume
- Copies/Official Transcripts, Degrees, Certificates
- Valid State issued Driver's License
- Social Security Card
- Certificate of Indian Blood

**Note:** All applications for employment shall be submitted on the Judicial Branch Application for Employment; any deviation will result in incomplete application for employment and will be returned to applicant.

The Navajo Nation Judicial Branch Application for Employment may be downloaded from the website at:

[www.navajocourts.org](http://www.navajocourts.org)

### **MAILING ADDRESS:**

Judicial Branch of the Navajo Nation  
Attn: Human Resource Department  
Judicial Branch  
Post Office Box 520  
Window Rock, AZ 86515

### **TELEPHONE NO:**

(928) 871-7023

### **FAX NO:**

(928) 871-6862