

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 244327
CLASS CODE: 9023
POSITION TITLE:

Date Posted: 10/10/2018
Closing Date: OUF

Associate Attorney

DEPARTMENT NAME: Supreme Court of the Navajo Nation

WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: <input checked="" type="checkbox"/>	Salary Range: \$90,376.00
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$43.45
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: Exempt

DUTIES AND RESPONSIBILITIES

Under general direction of the Chief Justice, provides a variety of legal advice, research and related legal services in support of the overall operation of the Navajo Nation Judicial Branch: assists with judicial administrative functions, such as researching and recommending policy changes and improvements for overall Judicial Branch; performs related duties as assigned. Identify reform initiatives and priorities using census data, law enforcement statistics, court statistics, studies, literature, and anecdotal evidence obtained from Navajo Nation officials and court personnel; Research and interpret, through available literature or oral interviews with interested persons, applicable and desirable legal principles and considerations for adoption in policies, rules, legislation or other documents; Draft proposed studies and policies for consideration by the Judicial Branch; Draft proposed policies, legislation, or other legal documents for implementation; Present and discuss the products of items 3 and 4 to the Chief Justice, Judicial Branch personnel, the Judiciary Committee, Navajo Nation attorneys, and other interested bodies; Facilitate the adoption of research products as law in court rules, statutes, intergovernmental agreements, policies, and other appropriate promulgations; Prepare lesson plans, with materials, and present instruction on research projects; and Perform such other functions and duties as may be assigned.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

Must possess a Juris Doctorate degree from an American Bar Association accredited law school. Shall have five (5) years of progressively responsible experience as a trial attorney with responsibilities involving legal research, with five (5) years legal opinion writing experience, litigation, trial preparation, intergovernmental relations or performing relevant law-related duties.

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, state and federal statutes, case law, rules, Administrative Orders, policies and procedures. Knowledge of intergovernmental relations and the legislative process. Knowledge of court processes and legal terminology. Knowledge of the principles and methods of conducting and undertaking legal research. Skill in understanding and interpreting complex legal issues and matters. Skill in conducting legal research. Skill in compiling and developing reports. Skill in operating a personal computer utilizing a variety of software applications. Skill in establishing and maintaining effective and cooperative working relationships with others.

License/Certification Requirements:

Must be an active member of the Navajo Nation Bar Association. Must be a member of a State Bar, and shall become a member of one of the contiguous State Bars of Arizona, New Mexico, or Utah within one year of employment. Must possess a valid state driver's license. Within 90 days of employment, must obtain and pass a criminal background check, and obtain a Navajo Nation Vehicle Operator's Permit within thirty (30) days of employment.

Depending upon 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.

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

Post Office Box 520 Window Rock, Arizona 86515

Telephone (928) 871-7023 ♦ Facsimile (928) 871-6862 ♦ Website www.navajocourts.org