

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 244326
 CLASS CODE: 9020

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

POSITION TITLE: **Court Solicitor**
 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: \$92,643.20
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$44.54
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, counseling, research and related legal services in support of the overall operation of the Navajo Nation Judicial Branch; assists with judicial administrative functions, such as recommending policy changes and improvements for overall Judicial Branch; shall supervise and oversee all licensed attorneys, law clerks, hearing officers, supreme court clerk, law clerk interns of the Judicial Branch; performs related duties as assigned.

Responds to legal questions and issues confronting the Judicial Branch; provides and performs legal research on issues of significant depth involving the Navajo Nation; reviews statutes, rules, Administrative Orders, policies and procedures, case law, contracts and other documents; provides opinions, recommendations, alternative solutions and options resulting from research; drafts reports, resolutions, orders, summaries, speeches and responds to correspondences for the Chief Justice; reviews, investigates and resolves complaints filed against judges, court staff and other Branch employees.

Identifies and implements judicial and related training programs; provides legal education to judges; oversees, conducts and/or assesses effectiveness of programs; provides advice and assistance in a variety of areas, including, but not limited to, employment matters, policy issues and impact of legislation on existing procedures and others; participates in strategic, executive and system planning efforts; works with a number of committees, organizations and individuals within and outside the Judicial Branch on court-related issues, matters and concerns; attends meetings; represents Judicial Branch in meetings with various state and federal agencies; and other duties as may be assigned.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

Must possess a Juris Doctorate from an American Bar Association accredited law school; and eight (8) years of progressively responsible experience as a trial attorney, with responsibilities involving, eight (8) years of legal opinion writing experience, litigation, legal research, 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 pass the Navajo Nation Bar Association examination within one (1) year of employment. Must be a member of a state bar with admission to the bars in either the state of Arizona, New Mexico or Utah within one (1) year of employment. Must possess a valid state driver's license. Within 90 days of employment must obtain and pass a criminal background check; must obtain a Navajo Nation 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

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