

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00621082

DATE POSTED: 05/13/21

POSITION NO: 246026

CLOSING DATE: Open Until Filled (OUF)

POSITION TITLE: Principal Tribal Court Advocate

DEPARTMENT NAME / WORKSITE: DOJ/Office of the Attorney General/Window Rock, AZ

WORK DAYS: Mon. - Fi. REGULAR FULL TIME: GRADE/STEP: BJ68A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 61,637.76 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 29.52 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs legal work related to representation of the Navajo Nation government, as assigned by the Assistant Attorney General, including legal research, negotiations, legal writing, drafting pleadings, briefs, memoranda, resolutions and other documents for the divisions, departments, or programs assigned. Child Support Enforcement: Present child support enforcement cases before the Office of Hearings and Appeals. Participate in case staffing with Child Support Enforcement officers; provide legal advice and case strategy. Provide legal advice to the Navajo Nation Department of Child Support Services regarding jurisdictional issues and multi-jurisdictional orders from several states. Attend meetings, training and conferences on behalf of the Navajo Nation Department of Child Support Services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Criminal Justice, Law, Pre-law, Criminology or a closely related field; and five (5) years of experience representing clients before Navajo Nation courts or administrative tribunals; or an equivalent combination of education and experience.

Special Requirements:

- Must be a member in good standing of the Navajo Nation Bar Association. Must strictly conform with professional and ethical standards.

(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 Navajo Nation laws and applicable state and federal statutes, rules and regulations. Knowledge of the principles of accounting, bookkeeping, records, file and case management. Knowledge of the principles, practices and methods of legal research, gathering evidentiary information, documents, financial records, and other data that may be used in court. Knowledge of court rules.

Knowledge of court processes, administrative law legal terminology, legal strategies, and case development and presentation. Skill in undertaking extensive and thorough legal research. Skill in effectively assessing, interpreting and applying complex laws to information, evidence, other compiled data. Skill in assessing, analyzing, and assessing financial and other records to make recommendations for appropriate action.

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