

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00624393
POSITION NO: 202214
POSITION TITLE: Attorney

DATE POSTED: 07/26/22
CLOSING DATE: Open Until Filled

DEPARTMENT NAME / WORKSITE: DOJ/Office of the Attorney General (Litigation Unit)
WORK DAYS: Mon. - Fri REGULAR FULL TIME: GRADE/STEP: BR68A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 73,038.24 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 34.98 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Legal work related to federal, Navajo Nation, and state court and administrative tribunal representation of the Navajo Nation Government, as assigned by the Assistant Attorney General of the Litigation Unit or the Office of the Attorney General, and Deputy Attorney General, including legal research, pleading drafting, and settlement negotiation for Litigation Unit of the Department of Justice. Review of proposed disciplinary actions by Navajo Nation government programs for compliance with Navajo Nation Personnel Policies Manual and Navajo Preference in Employment Act. Drafting of proposed Navajo Nation legislation, regulations, and policies. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctorate
- Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

Special Requirements:

(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 Indian law and Navajo law, legal research methods and techniques, and legal writing. Must have skills in analyzing and organizing facts, evidence and precedent; in preparing and presenting legal opinions; in presenting material and developing legal arguments; in verbal and written communication; and skill in establishing and maintaining effective working relationships.

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