

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

POSITION NO: 209546

Date Posted: 12/8/2014

CLASS CODE: 9012

Closing Date: OUF

POSITION TITLE: ASSOCIATE JUSTICE

DEPARTMENT NAME: Supreme Court of the Navajo Nation

WORKSITE LOCATION: Window Rock, (Navajo Nation), Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	BENEFITS OFFERED:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Medical; Dental; Vision;	Salary Range: <u>\$84,531.20</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Disability; Life; 401(K);	Hourly Range: <u>\$40.64</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Judge's Retirement Plan	Exempt or Non-Exempt: <u>EXEMPT</u>

DUTIES AND RESPONSIBILITIES:

Under the administrative direction of the Chief Justice of the Navajo Nation Judicial Branch, shall perform work of unusual difficulty, hears arguments, reads briefs and conducts research necessary to pass judgment and issue rulings on cases brought before the Navajo Nation Supreme Court; may serve as acting Chief Justice when necessary. The incumbent shall hear oral arguments and deliberates issues, applies laws, case law and other research in relation to cases brought before the Navajo Nation Supreme Court. Shall review briefs, memorandum, case law, statutes, rules, policies, procedures, administrative orders and other sources. Shall draft opinions, review court rules and procedures and recommends updates and/or improvements. May assume special projects in a variety of areas including the development of policies and procedures, may represent the Supreme Court within and outside of the Navajo Nation; attend meetings, conferences and other events; undertakes and provides lecture materials, education and information regarding the Navajo Nation Judicial Branch, the Navajo Nation Supreme Court and the Navajo Nation. In some cases shall speak at public forums on justice issues, may supervise and review work of assigned staff. Shall perform related duties as assigned by the Chief Justice of the Navajo Nation. Provides policy guidance in resolving administrative, operational and related managerial issues; assures compliance with consent decree establishing health and safety standards for the Nation's detention facilities; provides legal education and information on works of the Navajo Nation Courts to the public and other governmental entities including state and federal governments; conducts ministerial duties not limited to oath of office; may serve on Navajo Nation court related projects for purpose of improving the quality of justice.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

Pursuant to 7 N.N.C. § 354. Qualifications for judicial appointment, B. Supreme Court. A Bachelor's degree from an accredited institution of higher education, a Juris Doctorate (J.D.) or Master of Law (LL.M) is preferred.

Minimum Qualifications for Application:

Pursuant to 7 N.N.C. § 354 applicant must produce a certificate of good health from a licensed physician, attest to the fact that they have no physical addictions, provide/submit a writing sample illustrating the ability to clearly show organization and communication skills, demonstrate there are no present or past conflicts of interests that would have the appearance of partiality or bias in cases brought to the courts, submit letters of reference that outline motivation, employment performance, character and capacity for honesty and impartiality, demonstrated managerial skills necessary for supervising staff, coordinating budget and personnel requirements, verbal communication and writing abilities. Applicant must be an enrolled member of the Navajo Nation, 30 years or older, no misdemeanor or felony convictions, able to successfully pass a criminal background check. Applicant must demonstrate fluency in both the Navajo and English languages.

Probationary Status and Appointment:

Pursuant to 7 N.N.C. § 355 Appointment; term of office, the selected applicant shall be appointed by the Navajo Nation President and serve a two (2) year probationary period in which the Judiciary Committee shall review the probationary status and recommend to the Navajo Nation Council for permanent appointment and confirmation.

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

7 N.N.N. § 354. Qualifications for judicial appointments, B. Supreme Court.

1. Judicial Branch Application for Employment
2. Applicant shall be an enrolled member of the Navajo Nation
3. Applicant shall be over thirty (30) years of age
4. Applicant shall not have any felony or other conviction of an offense identified as a Major Crime in 18 U.S.C. § 1153 in any jurisdiction.
5. Applicant shall not have any misdemeanor convictions in any jurisdiction within a five (5) year period prior to the date of application submission.
6. A minimum of a Bachelor's degree from an accredited institution of higher education, higher degree preferred with preference given to a law degree (J.D. or LL.M.)
7. Experience - At least four (4) years direct experience in a law related area with working knowledge of Navajo and applicable federal and state laws. Work experience in Navajo Nation Courts or with state and federal courts shall be preferred.
8. Knowledge of Navajo Language, Culture and Tradition, fluency in both the Navajo and English language is required with some practical knowledge of the fundamental laws of the Dine' - understanding in K'e, Dine Clan system, traditional Navajo religious ceremonies, and traditional Navajo lifestyle.
9. Health - applicant shall produce a current statement from a licensed physician indicating that the applicant is in good mental health.
10. Applicant shall possess a valid driver's license.
11. Applicant in addition to the requirement of obtaining a medical statement for Health, the applicant must attest that he or she does not abuse or have a harmful physical addiction to any mood altering substance.
12. Applicant shall obtain an Ethics Clearance with the Office of Ethics and Rules that he or she has either present nor past conflicts of interests that give the appearance of partiality or bias in cases brought in the Courts of the Navajo Nation.
13. Applicant shall submit a minimum of four (4) current letters of reference specifically regarding his or her application for judicial appoint; at least one (1) letter of reference shall be from a regular member in good standing with the Navajo Nation Bar Association. Letters shall outline the applicant's legal skills, motivation, employment performance, and the applicant's character and capacity for independence, honesty and impartiality.
14. Applicant shall provide proof of regular or inactive member in good standing with the Navajo Nation Bar Association and shall maintain membership in good standing throughout their judicial career.