

# LAW CLERK - INTERN (TEMPORARY)

**WORKSITE LOCATION:** SUPREME COURT OF THE NAVAJO NATION  
(WINDOW ROCK, AZ)

**POSITION DESCRIPTION:** Under immediate supervision, performs work of moderate difficulty with responsibility to assist in various aspects of program operations; works under the guidance and direction of professional staff or assigned supervisor; conducts legal or case research for law clerk, justices or court staff; to assist law clerk in preparing cases for adjudication; to assist court clerk during oral arguments or hearings; and performs related duties as assigned. Prepares and assists law clerk with facts of the case and legal issues on appeal; Reviews files and pleadings on appeal; Drafts various court orders; Conducts legal research and verifies legal authority for law clerk and Justices; Analyzes case files to prepare bench memoranda; Recommends disposition of appeals; Performs miscellaneous office and clerical duties.

Knowledge of the principles of legal research; Ability to prepare clear, concise written legal memoranda to analyze legal arguments, research the law, and give an objective legal opinion; Ability to communicate with attorneys, parties, members of the public and other employees in the legal system; Ability to analyze cases on appeal to determine facts and legal questions on appeal; Good analytical ability; Knowledge of Navajo Nation law and court procedure.

**SALARY INFORMATION:** \$22.56 - \$23.95 Hourly Rate / \$19,852.80 - \$21,076.00 Salary

**DURATION OF EMPLOYMENT:** April 30, 2018 through September 28, 2018

**MINIMUM QUALIFICATION:** Bachelor's degree and enrollment in an accredited college of law. Completion of federal Indian Law class, preferred.

**SPECIAL REQUIREMENTS:** Must possess a valid state-issued driver's license. Within 90-days of employment, shall successfully pass a criminal background check.

**APPLICATION SUBMISSION REQUIREMENTS:** In order to receive full credit for education, experience and training to receive preference in employment as an enrolled member of the Navajo Tribe, the following are required:

- Navajo Nation Judicial Branch Application for Employment
- Letter of Interest
- Resume
- Copies/Official Transcripts, Degrees, Certificates
- Certificate of Indian Blood
- Social Security Card
- Valid State issued Driver's License

**Submit completed application packets to the Office of Human Resources by April 13, 2018, at 5 p.m.**

**CONTACT INFO:** JUDICIAL BRANCH OFFICE OF HUMAN RESOURCES  
Post Office Box 520; Window Rock, Arizona 86515  
**Telephone** (928) 871-7023 **Facsimile** (928) 871-6862 **Website:** [www.navajocourts.org](http://www.navajocourts.org)