

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

DURATION OF EMPLOYMENT: Not to Exceed 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 June 15, 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

APPLICATION SUBMISSION REQUIREMENTS AND FREQUENTLY ASKED QUESTIONS

What should be attached to an application for employment with the Judicial Branch?

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

1. Judicial Branch of the Navajo Nation - Application for Employment - GO TO [Judicial Branch Human Resources](#)
2. Letter of Interest, Resume' with References, Copies or Official Transcripts, Degree(s) or Certificates
3. Valid State Issued Driver's License, Social Security Card and Certificate of Indian Blood

PLEASE NOTE: All applications for employment shall be submitted on the required Judicial Branch of the Navajo Nation – Application for Employment; any other submissions, including the Navajo Nation Application Employment will not be accepted and will be returned back to the applicant. Criminal background investigations and reference checks are required for all positions within the Judicial Branch as a condition of employment.

ALL MAILED SUBMISSIONS ARE TO BE MADE TO:

Judicial Branch of the Navajo Nation – Administrative Offices of the Courts
c/o Office of Human Resources, Director of Human Resources
Post Office Box 520 ● Window Rock, Arizona 86515

ALL EMAILED SUBMISSIONS ARE TO BE MADE TO:

Ralph L. Roanhorse, Director of Human Resources at rroanhorse@navajo-nsn.gov; or
Marquerita A. Lincoln, Human Resources Specialist at marqueritaalincolin@navajo-nsn.gov

ALL FACSIMILE SUBMISSIONS ARE TO BE SENT TO THE ATTENTION OF:

Judicial Branch of the Navajo Nation, Office of Human Resources at (928) 871-6862

ADDITIONAL QUESTIONS CAN BE DIRECTED TO THE DIRECTOR OR THE SPECIALIST AT:

Judicial Branch of the Navajo Nation, Office of Human Resources at (928) 871-7023

Thank you and we look forward to your submission and your employment interest with the Judicial Branch of the Navajo Nation