

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

POSITION NO: 240743

Date Posted: 4/19/2018

CLASS CODE: 9022

Closing Date: 5/18/2018

POSITION TITLE: Staff Attorney

DEPARTMENT NAME: Crownpoint Judicial District Court

WORKSITE LOCATION: Crownpoint, NM

| WORKS DAYS/HOURS: | POSITION TYPE: | SALARY INFORMATION: |
|------------------------------|--|-------------------------------------|
| Days: <u>Monday - Friday</u> | Permanent: <input checked="" type="checkbox"/> | Salary Range: <u>\$89,044.80</u> |
| Hours: <u>8AM to 5PM</u> | Temporary: <input type="checkbox"/> | Hourly Range: <u>\$42.81</u> |
| No. Hrs./Wk.: <u>40</u> | Part-Time: <input type="checkbox"/> | Exempt or Non-Exempt: <u>Exempt</u> |

DUTIES AND RESPONSIBILITIES:

Under general direction of the Judges of the assigned district, performs work of considerable difficulty in providing complex legal advice and guidance; conducts legal research and drafts legal documents in support of the judges, court solicitor and court administrators; undertakes special projects for the Judicial Branch; performs related duties as assigned. Provides legal guidance to judicial judges involving numerous areas of law; utilizes a variety of research methods to find legal precedents; reviews statutes, rules, administrative orders, policies and procedures, case law, briefs and other administrative and legal documents; provides both informal and legal opinions, recommendations and legal briefs resulting from research; proposes alternatives and options to consider; drafts memoranda, decisions, judgments, orders, summaries and other legal documents. Provides advice and assistance in administrative issues, including, but not limited to, employment matters, policy, policy issues, and impact of legislation; undertakes special legal and administrative projects, conducts legal education programs; participates in the development of training plans, curricula and educational materials and provides training; provides legal representation for the court in various legal arenas; attends meetings.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Juris Doctorate from ABA accredited law school; and two (2) years of general legal practice as a licensed attorney. Must be eligible for and maintain membership in the Navajo Nation Bar Association within 12 months of hire. Shall be a member of a State Bar, preferably Arizona, New Mexico or Utah. Applicants entitled to a preference under the Navajo Preference in Employment Act are not required to have two years general legal experience as a licensed attorney but have to obtain a State Bar membership and the Navajo Nation Bar membership within 24 months of hire.

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, state and federal statutes, rules, Administrative Orders, policies and procedures. Knowledge of court processes, legal terminology and litigation practices. Knowledge of the principles and methods of undertaking legal research. Skills in interpreting complex legal issues and matters. Skill in conducting legal research. Skill in compiling and developing reports, records and other documents that are easily understood and supported by legal research. Skill in operating a personal computer utilizing a variety of software applications. Skill in establishing and maintaining effective and cooperative working relationships with others.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment, must obtain and pass a criminal background check and a Navajo Nation Vehicle Operator's Permit. Depending up the need of the Nation, some incumbents of the class may be required to demonstrate the fluency in both the Navajo and English languages as a condition of employment.

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

CONTACT INFO: Office of the Human Resources
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