

# THE JUDICIAL BRANCH OF THE NAVAJO NATION JOB VACANCY ANNOUNCEMENT

POSITION NO: 242307 Date Posted: July 8, 2020  
 CLASS CODE: 0500 Closing Date: July 21, 2020 at 5:00 p.m.  
 POSITION TITLE: Temporary Law Clerk  
 DEPARTMENT NAME: Crownpoint Judicial District Court  
 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input type="checkbox"/>	Hourly Range: <u>\$20.42 - \$20.98</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input checked="" type="checkbox"/>	
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	

### DUTIES AND RESPONSIBILITIES

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;

### QUALIFICATION REQUIREMENTS:

#### Education, Training and Experience:

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

#### Special Knowledge, Skills and Abilities:

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;

#### License/Certification Requirements:

Must possess a valid state-issued driver's license. Within 90-days of employment must obtain and pass a criminal background check.

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:** Judicial Branch Human Resources  
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