

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00623641

DATE POSTED: 05/10/22

POSITION NO: 245137

CLOSING DATE: Open Until Filled

POSITION TITLE: Principal Attorney

DEPARTMENT NAME / WORKSITE: DOJ/Office of the Attorney General/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BR72A

WORK HOURS: 8:00 am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 102,562.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 49.12 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general direction of the Assistant Attorney General or the Attorney General and Deputy Attorney General, represents the Navajo Nation government; Review documents, such as service contracts, sub-recipient and grant agreements, legislation, proposed policies, etc., for legal sufficiency. Participate in negotiations regarding legal documents/agreements with parties outside of the Navajo Nation. Respond to Request for Services and other legal inquiries from clients. Perform legal research and provide legal advice verbally and in writing. Legal advice and services will include: conducting initial eligibility determination reviews on proposed FRF expenditure plans; interpreting federal, state, and Navajo laws, regulation, policies, and procedures; and advising on legal compliance in the implementation of FRF programs and projects.

Participate in Legislative Branch and Executive Branch meetings, including Standing Committee meetings and Council Sessions and meetings with other clients, regarding approval of FRF expenditure plans and the planning and implementation of FRF programs and projects.

Provide trainings to clients on relevant federal, state, and Navajo laws regulations, policies and procedures. Attend trainings, continuing legal education course, and federal-tribal consultations and meetings in order to develop and maintain legal expertise on ARPA/FRF.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Juris Doctor; and eight (8) years professional experience as a state licensed attorney.
- Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

Special Requirements:

Current admission requires submittal of a certificate of Good Standing from the State Bar as requested by the Department of Justice.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and tribal laws affecting assigned area, specific laws related to assignment; Federal Indian Law; Legal research methods and techniques methods and techniques. Must have skills in analyzing and organizing facts; evidence and precedent; In preparing and presenting legal opinions; In presenting material and developing and appropriate argument or defense; in verbal and written communication; skill in establishing and maintain effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.