

THE JUDICIAL BRANCH OF THE NAVAJO NATION JOB VACANCY ANNOUNCEMENT

POSITION NO: 924813 Date Posted: April 16, 2024
 CLASS CODE: 9021 Closing Date: **Open Until Filled**
 POSITION TITLE: Supreme Court Law Clerk
 DEPARTMENT NAME: Supreme Court of the Navajo Nation
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Regular Full-Time <input checked="" type="checkbox"/>	Salary Range: <u>*DOE (\$112,464.08 - \$119,517.12)</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>*DOE (\$53.91-57.24)</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CF70G – CF70I</u>

DUTIES AND RESPONSIBILITIES

Under general direction of the Chief Justice, performs work of moderate to extreme difficulty in analyzing supreme court cases. Conducts legal research, drafts opinions, and orders; and, provides legal advice related to appellate cases, petitions, notices and other documents filed with the Navajo Nation Supreme Court. Performs related duties as assigned. Reviews and analyzes appellate court petitions, notices, motions and other matters brought before the Supreme Court. Identifies factual and legal issues. Determines missing information or additional needs for the Court to have in considering the case. Performs legal research. Reviews statutes, court rules, and procedures, case law, briefs and other documents submitted by parties. Provides opinions, recommendations, alternatives and options based upon research. Sets the agenda for the bi-weekly Supreme Court case management meetings. Drafts legal memoranda, orders, summaries, opinions and other documents. Maintains files and records. Provides required reports. Oversees and provides assistance to externs and interns. Assists the public with questions by providing legal information and not legal advice. Undertakes special projects as assigned by the Chief Justice. Develops and provides training to justices, judges and court staff.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Juris Doctorate and four years of progressively responsible legal experience as an attorney involving legal research, analysis of legal cases, trial/courtroom litigation, and appellate court legal writing or closely related responsibilities. Demonstrated proficiency in Navajo case law application in legal analysis as well as exceptional legal writing skills in various types of drafting.

Special Knowledge, Skills and Abilities:

This position requires the following knowledge: Knowledge of applicable Navajo Nation, state and federal statutes, rules, administrative orders, policies and procedures, and Diné Fundamental Law. Knowledge of court processes and legal terminology. Knowledge of principles and methods of conducting and undertaking legal research. Knowledge of court records and case management. **This position requires the following skills:** Skill in understanding and interpreting complex legal issues and matters. Skill in conducting legal research. Skill in compiling reports and other documents. Skill in using a personal computer with a variety of software applications.

License/Certification Requirements:

Must be a member of the Navajo Nation Bar Association in good standing. Must be a member of a State Bar in good standing. Must possess a valid state driver's license. Within 90 days of employment, must: 1) pass a criminal background check; 2) obtain a Navajo Nation vehicle operator's permit; and, 3) become certified in the Navajo Nation's Financial Management Information System (FMIS).

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate 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: Judicial Branch Human Resources
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