



NAVAJO HOUSING AUTHORITY

HOUSING OUR NATION BY GROWING SUSTAINABLE COMMUNITIES

6/3/2019

Staff Attorney (CLOSING DATE: OUF)

Tracking Code

921-381

Job Description

REQUIREMENTS: To be considered for the position, upload your Resume, Transcripts, or any Certificates. Your application will be considered incomplete if the required documents are not uploaded to your application.

This is an advanced, stand-alone classification encompassing incumbents responsible for providing in-house counsel and legal services to NHA departments, leadership, and the Board of Commissioners. Incumbents possess and apply a comprehensive knowledge of the legal field to actively guide and support NHA's ongoing operations. Responsibilities may include conducting legal research and developing legal opinions; overseeing compliance activities; and conducting litigations including all related research and document preparation.

Incumbents operate with considerable latitude for un-reviewed actions or decisions by virtue of their expert level knowledge and experience. Assignments generally require the interpretation and application of broad organizational policies and objectives into defined programs or services.

Represents the Authority in litigation in Federal and State courts in assigned area of responsibility, which may include: preparing pleadings; developing legal opinions; reviewing cases for dismissal; entering plea bargain agreements; and/or performing related activities.

Drafts and negotiates a variety of legal documents, which may include: contracts, deeds, resolutions, plea bargains, legal correspondence, and/or related legal documents

Conducts a variety of legal research, analysis, and document preparation related to cases, statutes, records, and related information.

Oversees compliance activities.

Performs other duties of a similar nature or level.

Required Skills

- Interpreting and applying laws, rules, and regulations;
- Preparing legal documents;
- Conducting legal research;
- Analyzing legal problems and rendering formal opinions;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Legal terminology;
- Judicial procedures;
- Research methods;
- Caseload management techniques;
- Case document preparation techniques;
- Computers and related software applications

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Required Experience

Juris Doctorate degree from an accredited law school or an Equivalency; and two years of advisory law experience.

Valid Driver's License

Active member of the Navajo Nation Bar Association and State License in Arizona, New Mexico, or Utah required.

Job Location

Window Rock, Arizona, United States

Department

Executive Branch (EB)

Position Type

Full-Time/Regular

Salary

75,000.00 - 90,000.00 USD

Closing Date

OUF