

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 242672

Date Posted: March 17, 2025

CLASS CODE: 9115

Closing Date: April 17, 2025

POSITION TITLE: Government Affairs Director

DEPARTMENT NAME: Administrative Office of the Court

WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: ☒	Salary Range: \$85,712.40 - \$90,890.64
Hours: 8AM to 5PM	Temporary: ☐	Hourly Range: \$41.05 - \$43.53
No. Hrs./Wk.: 40	Part-Time: ☐	Grade/Step: CL70 A-C
DUTIES AND RESPONSIBILITIES		

Under the direction of the Administrative Director of the Courts, the Government Affairs Director serves as the primary liaison for the Judicial Branch, managing legislative initiatives and advocacy efforts. This position plays a crucial role in coordinating legislative programming and presentations to the Judicial, Legislative, and Executive Branch's and engaging with the public to advance the interests of the Judicial Branch.

Serves as the government and public relations liaison for all Judicial Branch activities under direction of the Administrative Director of the Courts of the Navajo Nation. Represents the branch at meetings of the Law and Order Committee, Budget and Finance Committee, Resources and Development Committee, and Health, Education and Human Services Committee. Attends Naa'bi'ki'yati Committee meetings and Navajo Nation Counsel sessions and special sessions. Attends other legislative committee or commission meetings as necessary. Monitors legislation that is relevant to the branch. Updates the Chief Justice, Administrative Director of the Courts, and other branch personnel on key legislation matters and emerging issues. Provides public comments and position statements on behalf of the branch. Educates other branches of government and the public on the Judicial Branch's functions through press releases, the official website, quarterly newsletters and other communication channels. Serves as the point of contact for all media inquiries. Monitors media coverage of Judicial Branch. Take photographs of branch activities, when appropriate. Updates website with most current information to be used as a resource for the public and for the branch personnel. Serves as a point of contact in representing the branch to local, state and federal governments. Ensures that the position and efforts of the branch are conveyed on behalf of the Chief Justice and the Administrative Director of the Courts. Is knowledgeable in media relations, can edit video and navigate social media platforms. Assists with project development and management as the Administrative Director of the Courts assigns. Prepares comprehensive reports and delivers oral presentations to internal and external audiences. Supports the Judicial Conduct Commission (JCC) by coordinating and attending meetings.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Master's degree in Communication, Journalism, Business Administration, Political Science, Judicial Administration, or Law, and five (5) years of progressive experience in journalism, media, or print publication, and intergovernmental relations. A substantial portfolio of writing in either law, policy or government. An equivalent combination of education, training, and experience that provides the capabilities to perform the described duties will be considered.

Special Knowledge, Skills and Abilities:

In-depth understanding of Navajo Nation, federal and state laws, regulations, and guidelines governing tribal operations, including protocols and procedures. Strong ability to present information, findings, proposals, and training sessions to diverse audiences by clearly articulating key points, engaging participants, assessing audience needs, and utilizing appropriate materials to enhance understanding. Strong knowledge of contemporary principles, methods, and best practices relevant to assigned areas. Skilled in Microsoft Office Suites, internet-based research, and the ability to quickly learn and develop technical competencies. Deep understanding of Dine' Fundamental Laws, Navajo traditional values, concepts, and teachings. Strong analytical, oral, and written communication skills, including developing detailed reports and conducting thorough analyses.

License/Certification Requirements:

Must possess a valid state issued 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 Financial Management Information System (FMIS) 6B certified. Depending on Nation's needs, some incumbents 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
Post Office Box 520 Window Rock, Arizona 86515