

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO:	244326	Date Posted:	March 20, 2023
CLASS CODE:	9020	Closing Date:	Open Until Filled
POSITION TITLE:	Court Solicitor		
DEPARTMENT NAME:	Administrative Offices of Courts in the Judicial Branch of the Navajo Nation		
WORKSITE LOCATION:	Window Rock, Arizona		

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: ☒	Salary Range: *DOE (\$117,074.16-\$124,298.64)
Hours: 8AM to 5PM	Temporary: ☐	Hourly Range: *DOE (\$56.07-\$59.53)
No. Hrs./Wk.: 40	Part-Time: ☐	Grade/Step: CM70G – CM70I

DUTIES AND RESPONSIBILITIES

Under the general direction of the Chief Justice or his/her designee, provides a variety of legal advice, counseling, research and related legal services in support of the overall judicial operation of the Navajo Nation Judicial Branch; develops and implements improved court processes and supports courts in their use; provides legal advice, research and drafting documents for court operations; performs related duties as assigned. Serves as attorney advisor for court operations, specifically on the development of court rules, forms and standards throughout the Judicial Branch; focuses on development of case management policies and procedures to effectively provide excellent services to court customers; performs analysis and assessment of court operations and case management process; develops procedures and policies to ensure consistent, best practices in the courts; prepares and transmits to the Judicial Conference and the Supreme Court statistical data and reports regarding case management and court operations; serves as the court attorney advisor in conjunction with staff attorneys to provide legal counsel and advice to judges, court administrators, Peacemaking Coordinator, Chief Probation Officer, Administrative Offices of the Courts personnel and court staff on legal issues regarding court operations; develops processes for the public and Judicial Branch employees to raise complaints about court processes, court staff and judges; advances objectives to accomplish Administrative Offices of the Courts and judiciary-wide goals and objectives; reviews statistical reports and budgets to provide recommendations for budget priorities to improve court operations; drafts rules and court operation procedural manuals; directs, develops and implements projects in support of the court operations throughout the Judicial Branch; performs other duties in aid of the administration of justice, and the administration and dispatch of the business of the courts.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

Must possess a Juris Doctorate from an American Bar Association accredited law school; and, eight (8) years of progressively responsible litigation experience, with responsibilities involving legal opinion/memorandum writing, legal research, litigation preparation, litigation, or performing relevant law-related duties; and, intergovernmental relations experience.

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation laws, specifically Diné Fundamental laws, case law, rules, Administrative Orders, policies and procedures. Knowledge of applicable state and federal statutes. Knowledge of intergovernmental relations and the legislative process. Knowledge of judicial administrative principles and court administration. Knowledge of legal processes, civil and criminal litigation, budget development based on court development and the court system. Knowledge of court case management processes. Knowledge of the principles and methods of conducting and undertaking legal research. Skill in understanding and interpreting complex legal issues and matters. Skill in conducting legal research. Skill in compiling and developing reports. Skill in operating a personal computer utilizing a variety of software applications. Skill in establishing and maintaining effective and cooperative working relationships with others.

License/Certification Requirements:

Must be a member in good standing with a state bar association and must be a member of the Navajo Nation Bar Association. Must possess a valid state driver's license. Within 90 days of employment, must: 1) obtain and pass a criminal background check; 2) obtain a Navajo Nation Operator's Permit; and, 3) become FMIS certified.

CONTACT INFO: Judicial Branch Human Resources
Post Office Box 520 Window Rock, Arizona 86515

Telephone (928) 871-7025 ♦ **Facsimile** (928) 871-6862 ♦ **Website** www.courts.navajo-nsn.gov