

**THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT**

POSITION NO: **924813**

CLASS CODE: **9021**

Date Posted: **4/16/2024**

Closing Date: **OUF**

POSITION TITLE: **Supreme Court Law Clerk**

DEPARTMENT NAME: **Supreme Court of the Navajo Nation**

WORKSITE LOCATION: **Window Rock, AZ**

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

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, summaraies, oinions and other documents. Maintains fiels 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 (4) 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 applicaiton in legal analysis as well as exceptional legal writing skills in various

Special Knowledge, Skills and Abilities:

This position requires the follwing knowledge: Knowledge of applicable Navajo Nation, state and federal statues, rules, Administrative Orders, policies and procedures, and Dine' Fundamental Law. Knowledge of court processes and legal terminology. Knowledge of the 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 up the need of the Nation, some incumbents of the class may be required to demonstrate the 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: Office of the Human Resources
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