

# THE JUDICIAL BRANCH OF THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

POSITION NO: 209546  
CLASS CODE: 9012

Date Posted: March 6, 2023  
Closing Date: **Open Until Filled**

POSITION TITLE: **Associate Justice**

DEPARTMENT NAME: Supreme Court of the Navajo Nation

WORKSITE LOCATION: Window Rock (Navajo Nation), Arizona

WORKS DAYS/HOURS:		POSITION TYPE:	BENEFITS OFFERED:	SALARY INFORMATION:	
Days:	Monday - Friday	Judge: <input checked="" type="checkbox"/>	Medical; Dental; Vision	Salary Range:	\$103,314.24 - \$119,183.04
Hours:	8AM to 5PM	Permanent: <input type="checkbox"/>	Disability; Life; 401 (K);	Hourly Range:	\$49.48 – \$57.08
No. Hrs./Wk.:	40	Part-Time: <input type="checkbox"/>	Judge's Retirement Plan	Grade/Step:	CF71A – CF71F
DUTIES AND RESPONSIBILITIES					

Under the administrative direction of the Chief Justice, performs work of unusual difficulty, hears arguments, reads briefs and conducts research necessary to pass judgment and issue rulings on cases brought before the Navajo Nation Supreme Court; may serve as acting Chief Justice; performs related duties as assigned. Hears oral arguments and deliberates issues; applies laws, case law and other research findings to individual cases to arrive at a decision supported by law; conducts legal research in relation to cases brought before the Navajo Nation Supreme Court; reviews briefs, memoranda, case law, statutes, rules, policies, procedures, administrative orders and other sources; drafts opinions; reviews court rules and procedures and recommends updates and/or improvements. May assume special projects in a variety of areas including the development of policies and procedures; may represent the Supreme Court within and outside of the Navajo Nation; attends meetings, conferences and other events; undertakes and provides lecture materials, education and information regarding the Navajo Nation Judicial Branch, the Navajo Nation Supreme Court and the Navajo Nation; speaks at public forums on justice issues; may supervise and review work of assigned staff. Performs related duties as assigned by the Chief Justice of the Navajo Nation. Provides policy guidance in resolving administrative, operational and related managerial issues; assures compliance with consent decree establishing health and safety standards for the Nation's detention facilities; provides legal education and information on works of the Navajo Nation Courts to the public and other governmental entities including state and federal governments; conducts ministerial duties not limited to oaths of office; may serve on Navajo Nation court related projects for purpose of improving the quality of justice.

### QUALIFICATION REQUIREMENTS:

**Pursuant to 7 N.N.C. § 354. Qualifications for judicial appointment, B. Supreme Court.** A Bachelor's degree from an accredited institution of higher education; a Juris Doctorate (J.D.) or Master of Law (LL.M) is preferred. Shall have at least four (4) years' direct work experience in a law related area, and have a working knowledge of Navajo and applicable federal and state laws. Applicants with experience working with the Navajo Nation Courts or with state and federal courts shall be preferred.

### Pursuant to 7 N.N.C. § 354, Navajo Nation Statutes:

Knowledge of Navajo Language, Culture and Tradition. Able to speak both Navajo and English; have knowledge of Diné fundamental laws; demonstrate an understanding of K'é, Diné clan system, traditional Navajo religious ceremonies, and the traditional Navajo lifestyle. Submit a current statement from a licensed physician indicating the applicant is in good mental health. Attest that he/she does not abuse or have a harmful physical addiction to any mood altering substance. Shall submit to a writing test that illustrates organizational, analytical and communicative legal writing abilities. Possess managerial and independent decision-making skills for the efficient operation of a Court, including supervising staff, coordinating budget and personnel requirements, verbal communication and writing abilities. Submit an ethics clearance with the Office of Ethics and Rules. Must demonstrate a commitment to judicial independence and an impartial background that will indicate neutrality and fairness for proper decision making. Submit a minimum of four (4) current letters of reference that outline legal skills, motivation, employment performance, character and capacity for independence, honesty and impartiality. One (1) letter of reference shall be from a Navajo Nation Bar Association member in good standing. Submit proof of regular or inactive membership in good standing with the Navajo Nation Bar Association and maintain membership in good standing throughout his/her judicial career.

### **Special Requirements:**

Applicant must be an enrolled member of the Navajo Nation and over thirty (30) years of age. Shall not have any felony or other conviction of an offense identified as a Major Crime in 18 U.S.C. § 1153 in any jurisdiction. Shall not have any misdemeanor convictions in any jurisdiction within a five (5) consecutive year period prior to the date the application is submitted. Must possess a valid driver's license.

### **Appointment & Probationary Status:**

Pursuant to 7 N.N.C. § 355, the selected applicant shall be appointed by the Navajo Nation President and confirmed by the Navajo Nation Council to serve a two (2) year probationary period. At the conclusion of the probationary period, the probationary Associate Justice shall be recommended for permanent appointment to the Navajo Nation Council, after a satisfactory performance review by the Chief Justice and the Law & Order Committee of the Navajo Nation Council.

**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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