



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Legal Department – Window Rock, Arizona
SALARY : \$24.8288 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the second of three levels in the Legal Services series. Incumbents provide legal advice and counseling to Housing Management staff on issues related to housing tenants and homebuyers. Responsibilities may include reviewing and modifying eviction notices; counseling HMOs on alternative resolutions and settlement options; presenting cases before Hearing Officers; researching case law and legal precedent for District Court hearings; and preparing pleadings. Incumbents must support and embrace all professional standards and bylaws established by the Navajo Nation Bar Association Inc. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Consults with and advises housing tenants and homebuyers which includes counseling HMOs on alternative resolutions and settlement options, preparing pleadings, reviewing cases, and performing related duties.
- Prepares and reviews a variety of legal documents, contracts, offerings, and requests for information, which may include: court summaries, contracts, eviction notices, authorization forms, memorandums, and/or related housing documents and information.
- Conducts a variety of legal research, analysis, and document preparation related to cases, statutes, records, and related information to determine applicable arguments and potential case outcomes.
- Appears in court to participate in settlement and hearing activities, which may include: arguing motions, negotiating settlements, and/or performing related activities.
- Performs other duties of a similar nature or level.

Required Skills:

- Interpreting and applying laws, rules, and regulations;
- Organizing and presenting cases;
- Preparing legal documents;
- Presenting legal arguments in support of legal positions;
- Conducting legal research;
- Analyzing facts, evidence, and legal instruments;
- Analyzing legal problems and rendering formal opinions;
- Maintaining case records, documents, and related information;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Required Experience:

- Valid Driver's License
- Associate's degree or two-year technical certificate in a legal field,
- Three (3) years of civil law and/or advocacy experience; or an equivalency;
- Active member of the Navajo Nation Bar Association.

How to Apply:

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.