

NAVAJO TRIBAL UTILITY AUTHORITY
AN ENTERPRISE OF THE NAVAJO NATION
JOB ANNOUNCEMENT

ANNOUNCEMENT NO: HQ- 16-23-905
TITLE: Law Clerk (Exempt)
SALARY: \$71,718.40 Annually with Excellent Benefits
LOCATION: General Management – Legal Dept. – Fort Defiance, AZ
OPENING DATE: March 1, 2023
CLOSING DATE: Open Until Filled



MINIMUM QUALIFICATIONS REQUIRED:

- High School Diploma or GED Certificate
- Juris Doctor or LLM from an accredited law school.
- Member of the Arizona State Bar Association or admitted to practice in another state bar with the ability to obtain AZ State Bar within one year of employment.
- 1 year of experience in the practice of law for private, public or government preferred.
- Utility law experience preferred.
- Navajo law experience preferred. Ability to obtain Navajo Nation Bar Licensure within one year of employment is required.
- Valid Driver's License (subject to motor vehicle record review).

JOB RESPONSIBILITIES AND PERFORMANCE OBJECTIVES

- Searches for and studies legal documents to investigate facts and law of cases, to determine causes of action and to prepare cases.
- Prepares memoranda, correspondence, case law briefs, and legislative summaries.
- Drafts and maintains affidavits of documents and document files and case correspondence.
- Researches and analyzes law sources to prepare drafts of briefs or arguments for review, approval, and use by attorney.
- Provides opinions on documents and policies and attends meetings concerning tribal regulatory matters.
- Assists in drafting appropriate ordinances and policies that support NTUA and the Navajo Nation's self-governance objectives.
- Observes, receives, and otherwise obtains information from all relevant sources.
- Develops constructive and cooperative working relationships with others and maintains them over time.
- Evaluates information to determine compliance with standards. Uses relevant information and individual judgement to determine whether events or processes comply with laws, regulations, or standards.
- Keeps up to date technical and applies new knowledge to the position.
- Develops specific goals and plans to prioritize, organize, and accomplish work.
- Uses computer and computer systems to program, write software, set up functions, enter data and process information.
- Identifies complex problems and reviews related information to develop and evaluate options and implement solutions.
- Receives, screens, evaluates, and determines appropriate response to all written correspondence received by the office; independently formulates and disseminates written responses as appropriate.
- Prepares correspondence, reports, minutes, agendas, memos, forms, ordinances, and other legal documents and communications from drafts, recordings, or verbal instruction as requested.
- Establishes and maintains an effective filing and retrieval system for highly confidential files and records.
- Performs legal research (e.g., statutes, regulations, case law, policies), including analysis of legal positions.
- Attends Navajo Nation Council meetings as requested.
- Reviews contracts for goods and services for compliance with procurement laws and internal policies and ensuring that NTUA's best interest are reflected in all transactions.
- Provides legal counsel, advice, and opinions to NTUA employees regarding Navajo Nation, Federal and State laws, policies, rules, and regulations.
- Performs other duties as assigned.

How to apply: Apply online @ www.ntua.com

This position is **Open Until Filled.**

The online NTUA Employment Application must be completed for consideration.

If you have any questions, please call NTUA Human Resources @ (928) 729-6252.

*** The selected candidate must successfully complete a pre-employment Drug Test, Physical Examination and Background Check. ***

NTUA's Mission: "To provide safe, reliable and affordable utility services that exceed our customers' expectations."

Navajo Preference

This institution is an equal opportunity provider and employer.

NTUA reserves the right to determine whether an applicant possesses "necessary qualifications" as defined under the Navajo Preference in Employment Act.