

# NAVAJO TRIBAL UTILITY AUTHORITY

AN ENTERPRISE OF THE NAVAJO NATION

## JOB ANNOUNCEMENT

**ANNOUNCEMENT NO:** HQ-133a-21-905  
**TITLE:** Associate Attorney (2 positions)  
**SALARY:** \$120,452.80 Annually with Excellent Benefits  
**LOCATION:** General Manager's Office - Fort Defiance, AZ  
**OPENING DATE:** January 1, 2023  
**CLOSING DATE:** Open Until filled



### MINIMUM QUALIFICATIONS REQUIRED:

- Doctor of Jurisprudence from an Accredited Law School.
- Member of the Arizona, New Mexico or Utah State Bar Association or admitted to practice in another state bar.
- Ability to obtain an AZ, NM, or UT State Bar and the Navajo Nation Bar within one year of employment.
- 5 years of experience in the practice of law for private, public or government.
- Utility law experience preferred.
- Navajo Tribal law experience preferred.
- Valid Driver's License (subject to motor vehicle review).

### JOB RESPONSIBILITIES AND PERFORMANCE OBJECTIVES

- Provides legal guidance and advice involving various areas of law, such as contracts, proposals, leases, and employment.
- Reviews, researches, interprets, and prepares both written and oral opinions on a wide variety of legal issues, pleadings, motions, discovery and stipulations.
- Drafts, reviews, and approves policies and procedures, regulations, bylaws, and other legal documents.
- Writes, develops and recommends company policy.
- Negotiates, prepares, and manages contracts related to construction projects, purchase power, finance, joint ventures and related utility service agreements.
- Reviews contracts, leases, and other legal documents; researches legal issues and recommends revisions as necessary. Researches legal questions, analysis problems and prepares memoranda and correspondence.
- Prepares and reviews contracts, agreements, leases, rights of way and similar documents in order to maintain the best legal interest of the Authority.
- Negotiates contracts, purchases and other agreements maintaining the best legal and financial interests of the Authority.
- Prepares and presents litigation documents for tribal, state, or federal court hearings and trials.
- Undertakes special legal and administrative projects at the discretion of General Manager and General Counsel.
- Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs information gathering and analysis and/or forecasting, as specifically directed.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Performs other duties as assigned.

**APPLY ONLINE @ [www.ntua.com](http://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 contact 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.