

NAVAJO TRIBAL UTILITY AUTHORITY

AN ENTERPRISE OF THE NAVAJO NATION

JOB ANNOUNCEMENT

ANNOUNCEMENT NO: HQ-16-24-904
TITLE: Junior Associate Attorney (Exempt)
SALARY: \$78,457.60 Annually w/Excellent Benefits
LOCATION: General Manager/HQ-Fort Defiance, AZ
OPENING DATE: February 16, 2024
CLOSING DATE: February 26, 2024



MINIMUM REQUIRED QUALIFICATIONS:

- High School Diploma or GED Certificate.
- Requires a Valid Driver's License (subject to motor vehicle record review)
- Doctor of Jurisprudence from accredited law school
- Member of the Arizona or New Mexico State Bar Association or Navajo Nation or ability to obtain within one year of employment.
- 1-2 years' experience in the practice of law for private, public or government.
- Arizona, New Mexico or Navajo Law experience preferred.
- Utility Law experience preferred.

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.
- Prepares, reviews, and files pleadings, petitions, draft complaints, and other documents relevant to court actions under supervision of the Department's attorneys.
- Observes, receives, and otherwise obtains information from all relevant sources.
- Develops constructive, effective, 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.
- Develops specific goals and plans to prioritize, organize, and accomplish work.
- 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.
- Attending 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 interests are reflected in all transactions.
- 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

This position will close on **Monday, February 26, 2024.**

The online NTUA Employment Application must be completed for consideration.

If you have any questions, please call NTUA Human Resources at (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.