



SENIOR ATTORNEY (STATE LICENSED)

Location: TBD

No closing date – open until filled

Website: <https://dnalegalservices.org/career-opportunities-2/>

DNA - People's Legal Services ("DNA") is committed to providing high quality legal services to persons living in poverty on the Navajo, Hopi and Jicarilla Apache Reservations, and in parts of Northern Arizona, New Mexico, and Southern Utah. DNA's main office, as well as DNA's Fort Defiance branch office, are located in Window Rock, Arizona. DNA also has branch offices in Chinle, Arizona, Tuba City, Arizona, Flagstaff, Arizona, on the Hopi BIA judicial compound near Keams Canyon, Arizona, and Farmington, New Mexico. DNA legal staff practice in tribal, state, federal, and administrative courts.

REQUIREMENTS: Senior Attorney (State Licensed) must be a graduate of an accredited law school and a member of the Arizona, New Mexico, or Utah bar association, or if licensed in another jurisdiction, able to gain admission to one of these jurisdictions within one year by motion or reciprocity. Must have at least five (5) years of experience as an attorney in a legal aid organization or similar non-profit law firm with strong litigation skills; strong oral and written communication skills; the ability to travel and work throughout the DNA service area; competence in working with diverse individuals and communities, especially with Native Americans, persons of color, and other marginalized communities; a commitment to providing legal services to the poor; the ability to identify and successfully pursue strategic, systemic, and affirmative advocacy; good judgment, ability to handle stress, initiative, and willingness to work as a team; and ability to manage and supervise others, including the ability to mentor other students and law students. Senior Attorneys are supervised by the Director of Litigation and Executive Director.

RESPONSIBILITIES INCLUDE:

- (a) Under the supervision of the Director of Litigation and Executive Director, the Senior attorney oversees legal work in a designated portion of DNA's state or tribal service area (i.e., Arizona, New Mexico, Navajo, Hopi, or Jicarilla Apache Nation) to ensure that clients receive the full range of high-quality legal services.
- (b) Engages with client and community groups, local stake holders, bar associations, and governmental associations to: identify; assess; and meet client and community legal needs.
- (c) Be familiar with and follow all DNA and funder policies, and all applicable state, federal, and local regulations.

(d) Participate in community outreach, training programs, and client education events.

(e) Participate and coordinate remote, local, or online intake.

(f) Handles a caseload consistent with senior attorney responsibilities.

(g) Participate in management and staff meetings.

(h) Perform other duties as assigned.

WHAT TO SUBMIT: Employment Application (found at <https://dnalegalservices.org/career-opportunities-2/>), Resume, Cover Letter, Transcripts and (Writing Sample-Attorneys only)

HOW TO APPLY: Email: HResources@dnalegalservices.org | Direct: 928.871.4151 or 928.245.4575 Fax: 928.871.5036 (Faxed documents accepted)

Preference is given to qualified Navajo and other Native American applicants. DNA requires all applicants to be eligible to work within the United States. DNA will not sponsor visas unless otherwise noted on the position description.

ACKNOWLEDGEMENT:

I have received this job description and I affirm that I meet the minimum qualifications and that I can perform the duties set forth.

Print Name

Signature

Date