



## **STAFF ATTORNEY**

**LOCATION:** Farmington, New Mexico, another DNA location or Remote

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, Northwest 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 on the Navajo Reservation in Chinle, and Tuba City, Arizona, at the Hopi BIA judicial compound near Keams Canyon, Arizona, and in the cities of Flagstaff, Arizona, and Farmington, New Mexico. DNA legal staff practice in tribal, state, federal, and administrative courts.

**DNA is seeking a state licensed staff attorney to provide legal assistance to low-income victims of crime under the New Mexico Victims of Crime Act (VOCA) Victim Assistance Grant.**

**REQUIREMENTS:** The applicant must be a graduate of an accredited law school and a member of the New Mexico bar association or, if licensed in another jurisdiction, able to gain admission by motion or reciprocity. The applicant must have strong oral and written communication skills; the ability to travel; competence in working with diverse individuals and communities, especially with Native Americans, persons of color, and other marginalized communities; and a commitment to providing legal services to the poor. The position is based in Farmington, New Mexico; however, requests to work remotely or at another DNA location will be considered.

### **RESPONSIBILITIES INCLUDE:**

- (a) Provide legal assistance to low-income victims of crime under the NM VOCA Grant.
- (b) Be familiar with and follow all DNA and NM VOCA Grant policies, requirements, and all other applicable state, federal, and local regulations.
- (c) Participate in community outreach, training programs, legal clinics, and client education events.
- (d) Participate in remote, local, or online intake.
- (e) 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

**HOW TO APPLY:** Email: [HResources@dnalegalservices.org](mailto:HResources@dnalegalservices.org) | Direct: 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.

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Print Name

Signature

Date