

TITLE	Director of Litigation
GRANT	All Funding Sources
GRANT PERIOD	Jan 1 to Dec 31
FLSA	Exempt-Administrative
REPORTS TO	Executive Director

**BROAD PURPOSE**

As part of the DNA administrative team and working under the direction of the Executive Director, the Director of Litigation oversees all DNA litigation, advocacy, client education, intake, and outreach; and mentors, supervises, and works with all legal staff on major litigation and routine case work to ensure that DNA provides high quality legal services to DNA clients throughout DNA's service area. The Director of Litigation also works with other DNA administrative staff to ensure compliance with all applicable professional and ethical standards.

**PRIMARY OBJECTIVES**

- Nurture a portfolio of ground-breaking, high profile, and impactful cases.
- Responsible for ensuring that DNA effectively represents clients in major litigation and routine cases and that all legal work is consistent with DNA's priorities and mission.
- Responsible for reviewing, revising, and developing internal procedures, standards, and written materials for: outreach; intake; discovery; pre-trial motion practice; and trial.
- Responsible for teaching deposition and trial skills, promoting effective teamwork among DNA legal staff, preparing and reviewing court filings and legal briefs; maintaining an internal brief and pleadings bank.
- Ensure that DNA case compliance documents are accurate and up-to-date.
- Recommend use of litigation funds.
- Ensure that DNA legal staff adhere to all applicable professional and ethical standards; that legal staff comply with all case and court deadlines; that legal staff maintain an adequate case load; and that legal staff comply with funder and internal case document guidelines.
- In addition to handling a case load, oversee an effective case management system for multiple cases and deadlines, and maintain high quality case files.
- Develop, initiate, and plan major advocacy activities, including litigation and administrative advocacy.
- Review case work on a regular basis to assure the quality and timeliness of legal work.
- Participate in attorney recruitment.
- Work closely with administrative and legal staff to ensure that all DNA legal work complies with programmatic, regulatory, and funder requirements.
- Oversee and manage legal staff work activity to ensure that all grant funds are properly and timely spent, and that services are provided throughout DNA's entire service area.
- Collaborate with Executive Director and Operations Manager on employee relations and human resources.
- Performs all duties as requested by the Executive Director.

**MINIMUM QUALIFICATIONS**

- J.D. degree from an ABA accredited law school.
- State licensed attorney in good standing in either Arizona, New Mexico, or Utah or able to obtain a state license to practice law in one of these jurisdictions within two (2) years;
- Licensed to practice law in either Navajo, Hopi, or Jicarilla Apache Tribal Court or able to obtain a license to practice law in one of these jurisdictions within two (2) years;
- Ten (10) years of legal experience as a state or federal licensed attorney at a Legal Services Corporation funded non-profit civil legal aid program or a similar state funded non-profit civil legal aid program;

- Admitted to practice law in at least one Federal District or Federal Appellate Court; or able to gain admittance to a Federal District or Appellate Court located in the DNA service area within two (2) years;
- Five (5) years of experience supervising, training, or mentoring attorney staff
- Substantial trial, pre-trial motion, pre-trial discovery experience; and appellate experience.
- Must have strong oral and written communication skills; and the ability to travel and work throughout the DNA service area.

**PREFERRED QUALIFICATIONS**

Extensive litigation experience in state, federal, and tribal court and a deep understanding of Indian law and other areas of law relevant to the DNA client community. Experience in working with diverse individuals and communities, especially with Native Americans, persons of color, other marginalized communities; and a commitment to providing legal services to the poor.

**SALARY RANGE**

The salary range for the Director of Litigation position is \$95,000 - \$122,500.

**WHAT TO SUBMIT**

Employment Application, Resume, Cover Letter, Transcripts and (Writing Sample-Attorneys only)

**HOW TO APPLY**

Email: [HResources@dnalegalservices.org](mailto:HResources@dnalegalservices.org) | Direct: 928.245.4575 Fax: 928.871.5036 (Faxed documents accepted)

**ACKNOWLEDGMENT**

*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