

**STAFF ATTORNEY  
(TRIBAL COURT LICENSED)**

**Location: All Locations (AZ and NM)**

DNA-People's Legal Services is a non-profit law firm providing high quality legal services to persons living in poverty on the Navajo, Hopi, and Jicarilla Apache Nations, and in parts of Northern Arizona, Northwest New Mexico, and Southern Utah.

**REQUIREMENTS:** Tribal Court Advocates must be licensed to practice in the applicable Tribal Court. Must have 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, other marginalized communities; and a commitment to providing legal services to the poor. Preference is given to applicants' bilingual in another relevant language and applicants willing to commit to stay with DNA for at least 3 years after being hired. Applicants must have acceptable references.

**RESPONSIBILITIES INCLUDE:**

- Provide the full range of high-quality legal services to DNA clients.
- Be familiar with and follow all DNA and funder policies, and all applicable state, federal, and local regulations.
- Participate in community outreach, training programs, and client education events.
- Participate in remote, local, or online intake.
- Performs other duties as assigned

**WHAT TO SUBMIT:** Employment Application (found at <https://dnalegalservices.org/career-opportunities-2/>), Resume, Cover Letter, Transcripts (if applicant graduated within the last two years) and Writing Sample (Attorney applicants only)

**HOW TO APPLY:** Email: [HResources@dnalegalservices.org](mailto:HResources@dnalegalservices.org) | Direct: 928-871-4151 ext. 5631 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