

MANAGING ATTORNEY

Location: Chinle, AZ

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: The Managing Attorney for our Chinle office must have a state law license or be licensed in Navajo Tribal Court. If state licensed, the attorney 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. The state licensed attorney must also be able to gain admission to the Navajo Bar within one (1) year from date of hire. All applicants must have three (3) to 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. Managing Attorneys are supervised by a Senior Attorney.

RESPONSIBILITIES INCLUDE:

- Under the supervision of a Senior Attorney, the Managing attorney leads an office or unit to ensure that clients receive the full range of high-quality legal services.
- Responsible for the day to day management and oversight of the office or project to which he or she is assigned.
- Engages with client and community groups, local stake holders, bar associations, and governmental associations to: identify; assess; and meet client and community legal needs.
- 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 and coordinate remote, local, or online intake.

- Handles a caseload consistent with managing attorney responsibilities.
- Perform 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 | 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.

Print Name

Signature

Date