

STAFF ATTORNEY

LOCATION: Farmington, NM, or Hybrid-Remote

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, 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 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.

DNA is seeking to hire a Staff Attorney for our NM Victims of Crime Act (VOCA) Grant.

REQUIREMENTS: Attorneys 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 and willing to sit for the Navajo Bar. 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.

RESPONSIBILITIES INCLUDE:

- (a) Reporting to Managing Attorney and Director of Litigation
- (b) Providing the full range of high-quality legal services to DNA clients, including weekly in-person appearances in Farmington, NM and surrounding areas, such as for case-related activities or outreach.
- (c) Being familiar with and following all DNA and funder policies, and all applicable state, federal, tribal and local laws.
- (d) Participating in community outreach, training programs, and client education events.
- (e) Participating in remote, local, or online intake.
- (f) Performing 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 | 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.

Print Name

Signature

Date