

**NM SENIOR ATTORNEY
LOCATION (FARMINGTON NM OR WINDOW ROCK AZ)**

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.

Requirements: Senior Attorney must be a graduate of an accredited law school and a member of the New Mexico bar, or if licensed in another jurisdiction, able to gain admission to the New Mexico Bar within one year by motion or reciprocity. Admission to the Arizona or Utah bar is a plus, as is admission to the Navajo, Hopi, or Jicarilla Tribal Court bar. Must have at least 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, the ability to handle stress, take initiative, and have a willingness to work as a team; and the ability to manage and supervise others, including the ability to mentor other staff and law students. Senior Attorneys are supervised by the Director of Litigation and the Executive Director.

Responsibilities include:

- (a) Under the supervision of the Director of Litigation and the Executive Director, the Senior Attorney oversees all activities in the designated jurisdiction to ensure that clients receive the full range of high-quality legal services.
- (b) Responsible for the day-to-day oversight of the offices and projects operating in the designated jurisdiction.
- (c) Engages with client and community groups, local stakeholders, bar associations, funders, and governmental associations to identify, assess, and meet client and community legal needs.
- (d) Follows all DNA and funder policies and all applicable state, federal, and local regulations.
- (e) Participates in community outreach, training programs, client education events, and management meetings.
- (f) Participates and coordinate remote, local, and online intake in the designated jurisdiction.
- (g) Handles a caseload consistent with Senior Attorney responsibilities and case staffing needs.

(h) Participates in grant writing, grant reporting, and grant management applicable to the designated jurisdiction.

(i) Performs all other duties as assigned.

WHAT TO SUBMIT: Employment Application (found at <https://dnalegalservices.org/career-opportunities-2/>), Resume, Cover Letter, and (upon request) Transcripts and Writing Sample (attorneys only).

HOW TO APPLY: Email: HResources@dnalegalservices.org | Direct: 928.871.4151 ext. 5640 or 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