

**JOB ANNOUNCEMENT  
ARIZONA SENIOR ATTORNEY**

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 other parts of Northern Arizona, Northwest New Mexico, and Southern Utah. DNA is seeking to hire an individual for our open Arizona Senior Attorney position located in our Flagstaff, Arizona Office.

**REQUIREMENTS:** Senior Attorney must be a graduate of an accredited law school and a member of the Arizona bar, or if licensed in another jurisdiction, able to gain admission to the Arizona Bar within one year by motion or reciprocity. Admission to the New Mexico 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.

**SALARY RANGE (depending on experience): \$89,610 - \$100,425**

**BENEFITS:** The position we are offering comes with benefits, including paid federal and Navajo Nation holidays, 10 sick days per year, two weeks paid vacation per year (which increases over time), low-cost health insurance for you and your dependents, no-cost dental insurance for you, and a fully paid \$60,000 life insurance policy. You may join our 401(k)-retirement plan. DNA offers a 3% non-match 401(k) contribution for all employees. For our attorneys, we also pay for continuing legal education courses and Bar dues, and offer a generous reimbursable educational loan forgiveness program. DNA is a qualified employer under the Federal Public Service Loan Forgiveness Program.

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

**HOW TO APPLY:** Email: [HResources@dnalegalservices.org](mailto:HResources@dnalegalservices.org) | Direct: 928.871.4151 ext. 5640  
Cell: 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.