MANAGING ATTORNEY

LOCATION: FARMINGTON, NEW MEXICO

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 legal staff practice in tribal, state, federal, and administrative courts. DNA is seeking to hire an individual for our open Managing Attorney position located in our Farmington, NM Office.

REQUIREMENTS: The Farmington Managing Attorney 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 within one year by motion or reciprocity. 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:

(a) 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.

(b) Responsible for the day-to-day management and oversight of the office or project to which he or she is assigned.

(c) Engages with client and community groups, local stakeholders, bar associations, and governmental associations to identify, assess, and meet client and community legal needs.

(d) Be familiar with and follow all DNA and funder policies and all applicable state, federal, and local regulations.

(e) Participates in community outreach, training programs, and client education events.

(f) Participates and coordinates remote, local, or online intake.

(g) Handles a caseload consistent with Managing Attorney responsibilities.

(h) Performs other duties as assigned.

SALARY RANGE (depending on experience): $76,478 to $84,460

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 (if applicants graduated within the last two years) and Writing Sample (Attorney applicants only).

HOW TO APPLY: Email: 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.