



## **DIRECTOR OF LITIGATION**

**TITLE:** Director of Litigation  
**FLSA:** Exempt-Administrative  
**REPORTS TO:** Executive Director

**Location(s):** Window Rock, AZ  
**No closing date:** Open until filled  
**Website:** [dnalegalservices.org/career-opportunities-2](http://dnalegalservices.org/career-opportunities-2)

### **WHO WE ARE:**

DNA - People's Legal Services ("DNA") is a 501(c)(3) nonprofit legal aid organization that provides free civil legal services to low-income people who otherwise could not afford to hire an attorney.

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 an experienced Director of Litigation. We provide excellent benefits, including full health insurance, dental and vision, generous paid holidays, vacation, and sick leave.

### **BROAD PURPOSE:**

As part of the DNA administrative team and working under the direction of the Executive Director, the Director of Litigation oversees all DNA litigation, advocacy, client education, intake, and outreach; and mentors, supervises, and works with all legal staff on major litigation and routine case work to ensure that DNA provides high quality legal services to DNA clients throughout DNA's service area. The Director of Litigation also works with other DNA administrative staff to ensure compliance with all applicable professional and ethical standards.

### **REQUIREMENTS:**

Applicants must have ten years of legal practice experience in a Legal Services Corporation or similarly funded non-profit civil legal aid program; and five (5) years legal supervision experience. Applicant must be licensed to practice law in Arizona, New Mexico, or Utah, or

be able to obtain a state license to practice law in one of these jurisdictions within two (2) years of hiring. Applicant must also possess a Navajo, Hopi, or Jicarilla tribal court license, or the ability to obtain a tribal court law license in one of these jurisdictions within two (2) years. Applicant must also be admitted to practice law in at least one Federal District or Federal Appellate Court; or be able to gain admittance to a Federal District or Appellate Court located in the DNA service area within two years. Must have strong oral and written communication skills and the ability to travel and work throughout the DNA service area.

**RESPONSIBILITIES INCLUDE:**

- (a) Nurture a portfolio of ground-breaking, high profile, and impactful cases.
- (b) Responsible for ensuring that DNA effectively represents clients in major litigation and routine cases and that all legal work is consistent with DNA's priorities and mission.
- (c) Responsible for reviewing, revising, and developing internal procedures, standards, and written materials for: outreach; intake; discovery; pre-trial motion practice; and trial.
- (d) Responsible for teaching deposition and trial skills, promoting effective teamwork among DNA legal staff, preparing and reviewing court filings and legal briefs; maintaining an internal brief and pleadings bank.
- (e) Ensure that DNA case compliance documents are accurate and up-to-date.
- (f) Recommend use of litigation funds.
- (g) Ensure that DNA legal staff adhere to all applicable professional and ethical standards; that legal staff comply with all case and court deadlines; that legal staff maintain an adequate case load; and that legal staff comply with funder and internal case document guidelines.
- (h) In addition to handling a case load, oversee an effective case management system for multiple cases and deadlines, and maintain high quality case files.
- (i) Develop, initiate, and plan major advocacy activities, including litigation and administrative advocacy.
- (j) Review case work on a regular basis to assure the quality and timeliness of legal work.
- (k) Participate in attorney recruitment.
- (l) Work closely with administrative and legal staff to ensure that all DNA legal work complies with programmatic, regulatory, and funder requirements.
- (m) Oversee and manage legal staff work activity to ensure that all grant funds are properly and timely spent, and that services are provided throughout DNA's entire service area.
- (n) Collaborate with Executive Director and Operations Manager on employee relations and human resources.
- (o) Performs all duties as requested by the Executive Director.

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

**HOW TO APPLY:** Email: [HResources@dnalegalservices.org](mailto:HResources@dnalegalservices.org) | Direct: 928.871.4151 | Fax: 928.871.5036 (Faxed documents accepted)

Preference is given to qualified Navajo and other Native American applicants. DNA is an equal employment opportunity and affirmative action employer and all qualified applicants

will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, genetic information, status as a qualified individual with a disability, or any other characteristic protected by law. 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.