

The Law Office of Schaff & Clark Deschene, LLC

749 Deer Trail Road, Boulder, Colorado 80302

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JOB ANNOUNCEMENT

TITLE: Energy Specialist, The Law Office of Schaff & Clark-Deschene, LLC

HOURS: Part Time to Full Time

SALARY: Negotiable

DUTIES:

Provide professional support to attorneys regarding matters involving energy development for enterprise of the Navajo Nation and other Indian energy related clients. Remain advised and informed on matters impacting tribal energy projects and other industries as they may impact the tribal clients. Provide general research services. Draft general memorandums and document office files. Attend meetings, telephone calls and conferences to provide information to attorneys. Coordinate general office information, and activities and provide office support. Some travel required.

REQUIREMENTS:

Desirable candidates will have business and/or paralegal training and two or more years of related experience with practice in the following areas: business, management, energy and natural resources development, economic development, land use, or government affairs. Must have professional demeanor. Must reside in or near Window Rock, Arizona, have reliable transportation, and understand the Navajo language.

DESIRED QUALIFICATIONS:

Bachelors of Arts or Science in business, public affairs, environment, or natural resources. Demonstrate self-reliance and willing to take initiative to accomplish project goals.

CLOSING DATE: Open Until Filled

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, a copy of tribal affiliation must be submitted with resume.

Resumes, a writing sample, and tribal affiliation records should be emailed to clarkdeschene@att.net.

The Law Offices of Schaff & Clark Deschene, LLC is an Equal Opportunity Employer
Emails Only Please- we will call candidates who appear qualified for the position. Our firm resume available to you upon request. Thank you.