

**THE OFFICE OF THE NAVAJO TAX COMMISSION
ANNOUNCEMENT OF JOB VACANCY**

OPEN TO: Interested candidates who are Navajo tribal members

POSITION: Tax Commissioner to serve on five-member Navajo Tax Commission

LOCATION: Window Rock, Navajo Nation (Arizona)

OPENING DATE: 01 January 2025

CLOSING DATE: Open until filled

COMPENSATION: \$ 250.00 honorarium per meeting

DUTIES:

- Serve 5-year term
- Provide written guidance to ONTC regarding sources of wealth and income occurring within the Navajo Nation
- Provide written guidance to ONTC on the current Navajo Nation tax statutes and regulations
- Meet at least one time per calendar quarter at a date, time, and location that is convenient for all Tax Commissioners

MINIMUM REQUIREMENTS:

- Enrolled member of the Navajo Nation with valid Certificate of Indian Blood
- 2 years education in business, law, and/or taxation. Education may be replaced with similar amount of experience in business, law, and/or taxation

SUBMIT:

1. Letter of interest
2. Current resume
3. One letter of recommendation
4. Certificate of Indian Blood

TO:

The Office of the Navajo Tax Commission
Attention: Effie Edsitty, ONTC Executive Director
Post Office Box 1903
Window Rock, Arizona 86515

HIRING PROCESS:

1. **Application Submission.** ONTC will notify you when ONTC receives your application.
2. **Application Review.** ONTC reviews, approves, and forwards application to the Navajo Nation Office of the President and Vice-President (“OPVP”).
3. **Approval and Confirmation.** Following approval by OPVP, applicants will be presented to the Legislative Branch for confirmation before the Budget & Finance Committee.