

**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:** 16 November 2022

**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: Mark C. Graham, 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.