THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **OAG0062765** Date Posted: **01/18/11**
POSITION NO: **202245** Closing Date: **01/31/11**
CLASS CODE: **1290**
POSITION TITLE: **SENIOR LEGAL SECRETARY**
DEPARTMENT NAME: **Department of Justice - Office of the Attorney General**
DEPARTMENT NO: **006** WORKSITE LOCATION: **Window Rock, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **N61A**
Days: **M - F** Permanent: ☑ SALARY:
Hours: **8am - 5pm** Temporary: ☐ Duration: $ **$28,371.20** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **13.64** Per Hour

DUTIES AND RESPONSIBILITIES:

Supervisor Responsibilities: Directly supervises the Legal Secretary to ensure that the legal secretary's work is done correctly on a timely basis. Oversees the entire Human Services and Government, Labor Unit administration of the Unit, maintaining the equipment in good work order; maintaining the Tribal Vehicles assigned to staff within unit. Coordinate with the Office of the Attorney General to ensure timely payment Periodically reviewing invoice processing with OAG; Type and process financial documents, purchase requisitions, requests for direct payment, stationary and supply orders, travel authorizations, and expense reports for all Unit Staff including unit's timesheet and annual employee's performance reporting.

Legal Secretary Responsibilities: Telephone answering, screening and routing to the unit staff. Recording accurately messages left by callers to the unit if person(s) are absent. Schedule meetings, conferences, conference calls, and other appointments; prepares agendas and meeting materials, types all manner of legal and other documents; takes and transcribes legal dictation; prepares papers and correspondence of legal nature such as petitions, briefs, summons, complaints, motions and subpoenas and timesheet; maintains all case files on the Human Services and Government Unit/Labor Unit. Filing Responsibilities: Oversee the Legal Secretary is appropriately logging in documents for review and following up with the attorneys on timely completion or review. Upon completion of review, ensuring that the Legal Secretary secures all the necessary signatures for the attorneys and the Attorney General, scans all legal/SAS/RFS documents, and correctly contracts the program to retrieve the reviewed documents; Oversee that the Legal Secretary correctly maintains the office files according to the Department of Justice filing. system.

The position will ensures and correctly complete office filing duties. Ensures that the units are correctly developing and maintaining the docket sheet, and follows all appropriate tribal, state, and federal court rules when filing pleadings with the appropriate court. Updates on an at least a quarterly basis the Unit's copies of Attorney General Opinions and Advisory Opinions by providing copies to the OAG office. The copies my be paper or electronic.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED, completion of two (2) years secretarial training program; and ;

Experience:

four (4) years as a Legal Secretary; OR six (6) years experience performing general secretarial work , two (2) of which must have been in a lead or supervisory capacity. Some positions may required specific licenses or certifications. ***(TO RECEIVED FULL CREDIT FOR EDUCATION/TRAINING APPLICANT MUST SUBMIT TRANSCRIPTS, CERTIFICATE, DIPLOMA, ETC)***

Special Knowledge, Skills and Abilities:

Good Knowledge of the functions and clerical operations of an office; of legal terminology and standard legal formats; good knowledge of various office procedures such as establishing and maintaining files, composing letters and memos, maintaining logs and records, and of correct English usage, spelling grammar, and punctuation. Ability to understand and follow moderately complex oral and written instructions; to plan and complete a variety of assignments; to resolve problems independently; and to establish and maintain effective working relations with those contacted in the course of work. Skills in operating a variety of office machines, computers, word perfect, word processor, dictaphone, etc., in typing a variety of materials neatly and accurately at a minimum of 60wpm and in taking legal dictation at a minimum of 80 wpm.

License/Certification Requirements:

PREFERRED: State Drivers license

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 10-3-02***