THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR15111550**	DATE POSTED:	**02/29/16**
POSITION NO:	**243509**	CLOSING DATE:	**03/11/16**
POSITION TITLE:	**Senior Legal Secretary**		
DEPARTMENT NAME / WORKSITE:	**DHR/Department of Child Support Enforcement/DOJ - Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB61A
WORK HOURS:	8 AM - 5 PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 31,179.20	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 14.99	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Prepare and type legal documents and correspondence such as petitions, complaints, briefs summonses, orders, affidavits, and other legal forms and documents in an efficient and accurate forms (grammar, spelling, punctuation, etc.) Logs in all documents and outgoing documents for supervisor. Establishes and maintains organization and tickler system for prompt review and turnaround on administrative orders for signature or preparation for Office of Hearings and Appeals (OHA) hearing, or Navajo Court judicial hearings on child support. Processing and logging in all incoming and outgoing interoffice, court and postal mail. Preparing closed case file and transferring them for scanning and storage. Filing legal and other documents in folders and updating proper filing or supplements and periodicals in binders. Periodically update and revise forms used in NNDCSE offices for providing efficient and adequate information pertaining to the legal representation of our clients and staff such as file and legal forms, form letters, case, staff and hearing calendars, case assignment sheets, etc., and providing information on orders/pleading for agency offices. Compile and provide legal statistics on number and types of cases handled and other reports pertaining to the progress and objectives of the Department of Child Support Enforcement office report requirement to federal OCSE. Analyze, develop and implement computer generate reports for quarterly reports. Implemented ledger system to monitor all incoming ordered payments for genetic testing and making sure payments are timely made. Preparing travel arrangements, travel authorization and processing reimbursement claims for Tribal Court Advocates. Request for direct payment to vendors for supplies, subscription, services, etc. Performs other duties as assigned. Majority of Scanning and typing is performed on Micro-soft, Excel, PowerPoint, etc. Attend relevant training, conference, and meeting.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Secretarial Science, Paralegal or closely related field; and three (3) years as a Legal Secretary.

Special Requirements:

- A favorable background investigation.

Physical Requirements: Ability to lift and carry boxes of Xerox paper (20#), case files, pleading and forms. Shred at least 2 or 4 days per month (weight content varies) moving of equipment as needed (usually takes two (2) times per year. Able to drive at least 2o to 3 times per month.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of: basic case management skills, interviewing techniques and recordkeeping; collection processes; Navajo Law; public relations/customer service principles; Federal, State and Navajo Nation Regulations, policies and procedures. **Skills in:** understanding and following oral/written, instruction/directions; utilized computer databases to research, maintain and update records and files; establishing/cooperative working relationship with resources in the course of work at all times maintain professionalism. **Abilities:** Able to understand and communicate in the Navajo Language.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.