

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00713428
POSITION NO: 296451
POSITION TITLE: _____

DATE POSTED: 03/13/17
CLOSING DATE: 03/24/17

LEGAL SECRETARY

DEPARTMENT NAME / WORKSITE: OPVP/Office of Navajo Public Defender, Tuba City, AZ

WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB59</u>
WORK HOURS: <u>8:00-5:00</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>26,270.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>12.63</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Assists in the daily operation of a law office; performs duties of screening telephone calls, providing information to callers/clients; referring clients/visitors to proper programs or entitles, prepare legal documents and other correspondence such as petitions, briefs, summon(es), orders, affidavits, etc. in accurate form to file with NN district courts. Transcribe dictation, deposition & hearing taps. Open/close client case files, Including review of court documents, checking for conflicts; preparing index cards, post hearing notices and prepare weekly appointment schedules. Process and log-in all daily incoming interoffice, court and postal mail; prepare case files for closure/storage. Retrieve & compile statistics & other information for reports regarding caseload and case management and prepare data for budget reports. Implement & utilize Justware case management program by training & assisting court advocates, attorneys, staff; input standardized documents, pleadings, forms, letters in brief bank; implement conflict checks in case management program.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED, completion of a two (2) year secretarial training program; and two (2) years general secretarial experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

(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:

Fluent in Navajo and English languages; skill in operation of office equipment and personal computers using Microsoft Word, Spreadsheet/Excel, software applications, etc.

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