

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOJ00613518 DATE POSTED: 03/20/17  
POSITION NO: 208849 CLOSING DATE: 03/31/17  
POSITION TITLE: Administrative Legal Secretary  
DEPARTMENT NAME / WORKSITE: DEPARTMENT OF JUSTICE - Office of the Attorney General, Window Rock, AZ  
WORK DAYS: Mon. - Fri. REGULAR FULL TIME:  GRADE/STEP: AB63A  
WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: 17.82 PER ANNUM  
SEASONAL:  DURATION : 37,065.60 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Coordinate day-to-day operations, office support and administrative office duties; Assign; monitor and evaluate work of other support staff. Legal Secretary Responsibilities: Provide general office support by greeting clients, answering telephone calls and directing to appropriate staff; logs incoming/outgoing mail and distributes accordingly; schedule meetings, conferences, conference calls and appointments; and makes travel arrangements for assigned professional staff and prepares timesheets. Prepares and assists in the preparation of notices, petitions, pleadings, complaints, briefs, summons, orders, affidavits and other legal forms and documents; transcribe hearings, depositions, and minutes for use by attorneys. Develops and maintains all case files for the Office of the Attorney General. Filing Responsibilities: Assist in logging in documents for review and following up with professional staff on timely completion or review. Upon completion of review, ensuring and secures all the necessary signatures for the professional staff and the Attorney General, scans all legal/SAS/RFS documents, and correctly contacts the program to retrieve the reviewed documents; the Administrative Legal Secretary correctly maintains the office files according to the Department of Justice filing system. Attend relevant training, conferences and meetings.

Ensures that the Unit is correctly developing and maintaining the docket sheet, and follows all appropriate tribal, state, and federal court rules for filing pleadings with the appropriate court. Updates on 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 may be paper or electronic.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Secretarial Science, Paralegal or closely related field; and five (5) years of progressively responsible work experience as a legal secretary; or an equivalent combination of education and experience.

***(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:**

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, software, work perfect, and word processor, Dictaphone/transcribing, etc., in typing a variety of materials neatly and accurately.

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