

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00711624

DATE POSTED: 03/21/16

POSITION NO: 296451

CLOSING DATE: 04/01/16

POSITION TITLE: Legal Secretary

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

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB59A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 26,270.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 12.63 PER HOUR

TEMPORARY: _____

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 entities, 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 tapes. 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 & 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 or GED: completion of a two (2) year secretarial training program; and two (2) years general secretarial experience.

Preferred Qualifications:

- An Associate's degree.
- One (1) year experience as Legal Secretary.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Must possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Applicant must demonstrate fluency in both the Navajo and English languages.

(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:

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