

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00615097
POSITION NO: 240880
POSITION TITLE: _____

DATE POSTED: 04/03/18
CLOSING DATE: 04/16/18

Legal Secretary (Temporary)

DEPARTMENT NAME / WORKSITE: DEPARTMENT OF JUSTICE - (Litigation Unit)/Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>AI59A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>26,936.00</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>12.95</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/>	<u>September 28, 2018</u>

DUTIES AND RESPONSIBILITIES:

LEGAL SECRETARY RESPONSIBILITIES: Under the Direction of the Assistant Attorney General, provides general office support by greeting clients, answering the telephone, screening those calls, and routing to the Unit staff; records accurate messages; operates various office machines, including a computer, copier, facsimile machine, scanner, binding machine, printer, and a paper shredder; schedules meetings, conferences, conference calls and other appointments; prepares agendas and meeting materials; prepares and assists in the preparation of notices, motions, petitions, pleadings, complaints, briefs, summons, orders, affidavits and other legal forms and documents; transcribes hearings, depositions, and minutes for use by attorneys; develops and maintains all case files for the Litigation Unit; assists with the administrative duties of other units when requested by the Attorney General or Deputy Attorney General.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED/Completion of a two (2) years secretarial training program; and two (2) years general secretarial experience; or an experience as a legal secretary; or an equivalent combination of education and experience.

Special Requirements:

(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, 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. Also has the ability to understand and follow 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. Also has skills in operating a variety of office machines and 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.