

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

REQUISITION NO: DOJ00615100  
POSITION NO: 208849  
POSITION TITLE: \_\_\_\_\_

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

**Administrative Legal Secretary**

DEPARTMENT NAME / WORKSITE: DEPARTMENT OF JUSTICE/Office of the Attorney General/Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A163A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>37,627.20</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>18.09</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Along with standard tasks of coordinating day-to-day operations, office support and administrative office duties, will also provide legal office support to the Office of Attorney General. Review, monitor and evaluate work of other support staff. Provide professional and courteous office support by interacting with clients and the public through various communication means. Ensure timely and effective communication by tracking all documents including mail, requests for legal services, and other documents as well as distribute throughout the Department of Justice accordingly. Schedule meetings, conferences, conference calls and appointments. Arrange travel through various forms for assigned professional staff and prepare timesheets. Prepare and assist 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 professional staff. Develop and maintain all case files for the Office of the Attorney General. Filing Responsibilities: Track documents through various forms including FMIS and provide administrative support by filing legal pleadings as necessary. Assist professional staff with timely responses by informing clients of documents needed or finalized. Comply with all Department of Justice procedures for maintaining professional and support staff files including maintaining confidentiality. Attend relevant training, conferences and meetings.

Ensures that the Office of the Attorney 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. Assist in moving towards electronic systems of communications, calendaring and retention of documents.

**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

**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:**

Substantive knowledge of the functions and clerical operations of an office; of legal terminology and standard legal formats. Substantive 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. Ability to complete a variety of assignments in a timely manner. Independently able to resolve problems and work as a team with co-workers. Skills in operating a variety of office equipment and software including Microsoft Office. Draft professional memos. Professional and courteous manner and ability to work harmoniously with staff, clients and the public. Regular attendance and punctuality is a necessary.

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