

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ0068669

DATE POSTED: 05/05/14

POSITION NO: 202228

CLOSING DATE: 05/16/14

POSITION TITLE: Legal Secretary

DEPARTMENT NAME / WORKSITE: DEPARTMENT OF JUSTICE/Office of the Attorney General (Human Services & Government Unit)

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: Y59A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,500.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 12.26 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Legal Secretary Responsibilities: Answer telephone, screen and route to unit staff. Record accurate messages left by callers to unit if person(s) are absent. Schedule meetings, conferences, conference calls, and other appointments; prepares agenda's and meeting materials, types all manner of legal and other documents; takes and transcribes legal dictation; prepares papers and correspondence of legal nature such as petitions, briefs, summons, complaints, motions and subpoenas and timesheet; maintains all case files on the Humans Services and Government Unit. Assist in logging in documents for review and following up with the attorneys on timely completion or review. Upon completion of review, ensures and secures all the necessary signatures for the Attorneys, Advocates, Attorney General and the Deputy Attorney General, scans all legal/164(SAS)/RFS documents, and contacts the program to retrieve the reviewed documents; the Legal Secretary correctly maintains the office files according to the Department of Justice Filing System.

The position will ensures and correctly complete office filing duties. Ensures that the units are correctly developing and maintaining the docket sheet, and follows all appropriate tribal, state, and federal court rules when filing pleadings with the appropriate court. Updates on an at least a quarterly basis the Unit's copies to Attorney General Opinions and Advisory Opinions by providing copies to the OAG office. The copies my be paper or electronic.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* An Associates degree and one (1) year experience as a Legal Secretary.

Preferred Qualifications:

- * Four (4) years general secretarial experience.
- * Proficient in Microsoft Office software or other computer applications.

(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 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. Skilled in operating a variety of office machines, software, word perfect, word processor, Dictaphone/transcribing, etc. Skilled in typing a variety of material neatly and accurately at a minimum of 60 wpm and taking dictation at a minimum of 80 wpm.

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