

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOJ0068743</u>	DATE POSTED:	<u>05/27/14</u>		
POSITION NO:	<u>242859</u>	CLOSING DATE:	<u>06/10/14</u>		
POSITION TITLE:	<u>Senior Legal Secretary</u>				
DEPARTMENT NAME / WORKSITE:	<u>DOJ/Office of the Attorney General/Natural Resources Unit/Window Rock, AZ</u>				
WORK DAYS:	<u>Mon. - Fri.</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>Y61A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 30,264.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 14.55</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Supervise two legal secretaries by promoting excellent office management, legal secretarial and human relation skills, and up to date knowledge of Microsoft work and outlook. Legal Secretary Responsibilities: Telephone answering, screening and routing to the unit staff. Recording accurately messages left by callers to the unit if person(s) are absent. Schedule meetings, conferences, conference calls, and other appointments; prepares agendas 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 Natural Resources Unit. Filing Responsibilities; Assist in logging in documents for review and following up with the attorneys on timely completion or review. Upon completion of review, ensuring and secures all the necessary signatures for the attorneys and the Attorney General, scans all legal/SAS/RFS documents, and correctly 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 ensure 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 within 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 three (3) years as a Legal Secretary.

Preferred Qualifications:

- An Associate's in Business Administration.
- Two (2) years of lead or supervisory 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 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 at a minimum of 60wpm and in taking legal dictation at a minimum of 80wpm.

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