

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01024029

DATE POSTED: 06/13/22

POSITION NO: 291159

CLOSING DATE: 07/08/2022 by 5pm

POSITION TITLE: Legal Secretary

DEPARTMENT NAME / WORKSITE: Office of the Prosecutor - Crownpoint, New Mexico

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ59A

WORK HOURS: 8 a.m. to 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 30,004.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 14.37 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Finalizes prosecutor's draft legal correspondence, forms, documents, and/or reports; reviews for accuracy, completeness, and conformance with applicable rules and regulations; with prosecutorial oversight, finalize draft notices, petitions, pleadings, complaints, briefs, summons, orders, affidavits and other legal forms; transcribes hearings, depositions, and meetings for use by the prosecutors/attorneys or as court exhibits; opens new cases in Justware using established procedures, complete case management, and close of completed case files in Justware, collects and compiles statistical information from Justware for special and periodic reports and projects. Works daily with Justware in inputting reports, prepare and generate reports/statistical information, meet regularly with team as required for renewals of program, and maintain daily operations of district office.

Maintains office files; greets the public, answers telephone calls, routes calls and takes messages; makes travel and lodging arrangements; receives, processes, logs and distributes incoming and outgoing mail; makes photocopies; takes and transcribes minutes of meetings; monitors, orders and maintains office/janitorial supplies and inventory; prepares work/service orders, supply requisitions, travel documents and related financial documents within established limits and procedures; maintains court hearing dockets and court schedule for calendaring; tracks and maintains records and status of processes used in department; attends/participates in meetings, trainings and conferences as it relates to work, prepare legal documents as required by staff. Maintain the a healthy working district office.

Knowledgeable of Navajo Nation court operations/proceedings; and familiar with state, and federal court operations and proceedings; knowledgeable of legal forms and formats; Knowledgeable of a variety of computer software, including word processing, database and spreadsheet applications; including other work assignments as assigned. Knowledgeable of Justware, NN FMIS, Sharepoint, and

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 of general secretarial experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.
- Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both Navajo and English languages as a condition of employment.

<<A favorable background investigation>>

(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:

Knowledgeable in Navajo Nation court operations and proceedings; legal office policies, practices and procedures. Knowledge of the principles, practices and methods of legal terminology, research, evidentiary gathering of information, documents, financial records and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques. Skilled in legal research, effectively assessing, evidence and other data compiled; and written and verbal communication.

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