

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00724443

DATE POSTED: 07/29/22

POSITION NO: 242900

CLOSING DATE: 08/11/2022 by 5pm

POSITION TITLE: LEGAL SECRETARY

DEPARTMENT NAME / WORKSITE: OFFICE OF NAVAJO PUBLIC DEFENDER - CROWNPOINT, NM

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

WORK HOURS: 8:00 AM-5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 30,004.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 14.37 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Assists in the daily operation of a law office; performs duties of screening telephone calls, providing information to callers and clients; referring clients and visitors to proper programs or entities, prepare legal documents and other correspondence such as petitions, briefs, summon(as), orders, affidavits, etc. in accurate form to file with NN District Courts. Transcribe dictation, deposition and hearing tapes. Open and close case files, including review of court documents, checking for conflicts; preparing index cards, post hearing notices and prepare weekly appointment schedules. Process and log-in all daily incoming interoffice, court and postal mail; prepare case files for closure and storage. Retrieve and compile statistics and other information for reports regarding caseload and case management and prepare data for budget reports. Implement and utilize Justware case management program by training and assisting court advocates, attorneys, staff; input standardized documents, pleadings, forms, letters in brief bank; implement conflict checks in case management program.

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 experience in a legal office providing services to clients; secretarial experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license and tribal vehicle permit within 90 days of hire.

(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:

Fluent in Navajo and English languages. Use and knowledge of Microsoft Word, Justware and Excel software applications. Skills in operation of office equipment and personal computers using Microsoft Word, Justware and Excel/Spreadsheet software applications, etc. Equivalent experience may be substituted for education. Fluent in Navajo and English languages.

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