

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOJ0068160
POSITION NO: 152224
CLASS CODE: 1291

Date Posted: 09/09/13
Closing Date: 09/20/13

POSITION TITLE: LEGAL SECRETARY
DEPARTMENT NAME: Department of Justice - Office of the Attorney General
DEPARTMENT NO: 006 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A
Days: Mon - Fri Permanent:
Hours: 8am - 5pm Temporary: Duration: _____ \$ \$24,752.00 Per Annum
Part-Time: No. of Hrs./Wk. 40 \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

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 Economic/Community Development 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 when filing pleadings with the appropriate court. Updates on an 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 and Training:

A high school diploma or GED; completion of a secretarial training program; and

Experience:

One (1) year progressively responsible work experience as a legal secretary; **or** Four (4) years of general secretarial experience is a must; OR an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the 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, computers, word perfect, 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 80 wpm.

License/Certification Requirements:

State Drivers license (**Preferred**) Upon hired must complete a NN Defensive Driver's Course and receive a Navajo Nation Driver's Permit.

VETERANS' PREFERENCE APPLIES

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

Revised: 10-3-02

