

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0414132

Date Posted: 10/03/11

POSITION NO: 208386

Closing Date: 10/14/11

CLASS CODE: 1291

POSITION TITLE: Legal Secretary

DEPARTMENT NAME: Office of Hearings and Appeals

DEPARTMENT NO: 41 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8:00 am-5:00pm

Temporary:

Duration: _____ \$ 24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs legal secretarial and general office support of daily operations. Answers and screens all telephone calls; assists callers with appropriate information and take messages when needed. Greet and assist all incoming clients, attorneys, court staff or other governmental staff. Compose, prepare, draft and finalize legal pleadings, hearing notices, subpoenas, orders, correspondence, documents, forms and/or reports. Maintain hearing docket and update staff on any hearing changes. Maintain a log of all pleadings and incoming correspondence filed. Maintain filing system, assign docket numbers, and open new case files. Prepare hearing room for hearings; Monitor and Record all hearings, photocopy/enter exhibits, assist staff and transcribe hearings when necessary. Collect and compile statistical data for statistical reports on a regular basis. Receive and log incoming/outgoing mail, monitor office supplies and prepare cases for appeals. Assists with the completion of financial documents and travel arrangements/authorizations when necessary. Assist in the processing of Signature Authorization Forms when needed. Completes other assignments as requested by staff when needed.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

one (1) year experience as a Legal Secretary; **or** four (4) years of general secretarial experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the prescribed duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must possess skill in English composition, grammar and punctuation. Must possess knowledge of legal office practices, procedures and terminology. Knowledge of court operations and proceedings. Knowledge of Navajo Nation, State and Federal laws. Knowledge of legal forms and formats. Proficient computer skills including word processing, database and spreadsheet applications. Skill in conducting research, preparing reports, documents and correspondence. Knowledge of general office practices and basic financial record keeping. Skill in operating a variety of office equipment. Skill in workload management. Skill in establishing and maintaining effective working relationships. Ability to demonstrate fluency in the English and Navajo language is preferred.

License/Certification Requirements:

Valid state driver's license, **preferred**.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99