

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV0418226

Date Posted: 11/04/13

POSITION NO: 208386

Closing Date: 11/18/13

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: POSITIVE TYPE: GRADE: Y59A

Days: M-F

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 25,500.80 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 12.26 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Maintains office files, greets the public, answers telephone calls, routes calls, conference calls, and takes messages; distributes incoming and outgoing mail; makes photocopies; schedules meetings, conferences, sets appointments. Under direct supervision of the Hearing Officers incumbent will maintain hearing dockets, compose, prepare, draft and finalize legal correspondence, reviews for accuracy, completeness, and conforms with applicable rules and regulations; opens/closes files following standard procedures; prepares and/or assists in the preparation of notices, petitions, pleadings, complaints, briefs, summons, orders, affidavits and other legal forms and documents; collect and compile statistical reports for periodic deadlines and projects. Incumbent must be able to understand and comply with deadlines, statutes, codes and maintain professional ethical working relationship with the public, other departments and staff.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A high school diploma or GED; completion of a secretarial training program; and one (1) year experience as a Legal Secretary; or four (4) years general secretarial experience; 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 employment application.)***

**Special Knowledge, Skills and Abilities:**

Depending upon the needs of the Nation, incumbents may be required to translate from Navajo to English. Knowledge of Navajo Nation, state, and federal court operations and proceedings; Knowledge of legal office policies, practices, procedures and terminology; Knowledge of standard legal forms and formats; Knowledge of basic financial record keeping; Knowledge of a variety of computer software, including word processing, database and spreadsheet applications.

Skill in English composition, grammar and punctuation; Skill in following oral and written instructions and procedures; Skill in operating typical office equipment, including personal computer and computer programs; Skill in conducting research and preparing reports, documents, and correspondence; and Skill in presenting ideas and concepts orally and in writing.

**License/Certification Requirements:**

Valid state driver's license and obtain a Navajo Nation Vehicle Operator's Permit, **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*