

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOJ01022235</u>	DATE POSTED:	<u>11/19/21</u>		
POSITION NO:	<u>202200</u>	CLOSING DATE:	<u>12/06/2021 by 5pm</u>		
POSITION TITLE:	<u>Senior Legal Secretary</u>				
DEPARTMENT NAME / WORKSITE:	<u>Office of the Prosecutor Crownpoint District - Crownpoint, New Mexico</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BQ61A</u>
WORK HOURS:	<u>8 a.m. to 5 p.m.</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 35,558.64</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 17.03</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Provides legal office administrative support to prosecutorial office. Drafts legal correspondence and reports, develops and maintains legal case files; proofreads all legal documents for accuracy, completeness, and conformance; maintains and prepares for destruction legal documents with applicable policy and regulations; receives criminal complaints/police reports and juvenile referrals and processes them (via Justware) for prosecutor review and filing. Receives incoming motions and pleadings, generates subpoenas, affidavits, and notice for submission to the courts. Meets with prosecutors on case management support and assist in communicating with witness, defense council and victims for upcoming court hearing, Collects and compiles statistical information from Justware and related sources for special and quarterly reports and projects. Maintains court hearing dockets and court schedule for calendaring. Will coordinate office operations with manager ensuring operations are maintained, provides other administrative support to staff, generates district timesheets, attends district and other meetings/trainings, trains new staff on district office assignments and operations, serving as a guide. Receives, logs, and distributes mail. Scans and makes copies of documents as necessary. Monitors, orders and maintains office supplies and inventories. Takes meeting notes, makes travel arrangements, prepares financial documents as needed, makes maintenance calls and/or completes work orders for equipment and building. Maintains communication with staff, public safety, defense counsel, victims, other programs/departments, and etc. and directs to the appropriate offices. Secures and maintains certification in Justware and other related programs. Maintain the a healthy working district office and completes other assignments as needed to fulfill the objectives of the department.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED; completion of a two (2) year secretarial training program; and four (4) years of responsible 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.

(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.